

**BOARD POLICY SERIES NUMBER: 5070**

**TITLE: PRINTING SERVICES**

Printing Services are provided as a convenience to the college community.

PRICING

Printing Services shall establish prices for materials at the lowest possible level consistent with sound management. The pricing procedure shall contribute operating income to cover direct cost of staff, supplies, merchandise, inventory growth, non-fixed equipment procurement, and other normal operating expenses.

OPERATIONS

The college shall provide space, fixed equipment, utilities, and routine maintenance. The Enterprise Fund will make an annual payment to the college's General Fund as determined to be appropriate. An operating statement will be prepared annually. The statement will include an estimate of these charges for information purposes. Operating money for activities within the Enterprise Fund may be co-mingled with each activity separately accounted for.

DATE OF ADOPTION: 04/14/83

DATE(S) OF REVISION(S): 03/17/93; 03/19/97; 02/20/02