

**College Procedure:** 700.7 – Large Print Job  
**Policy Reference:** 700 – IT Operations  
**Responsible Department:** Information Technologies  
**Approval Authority:** Cabinet  
**Procedure Owner:** Vice President, Information Technologies  
**Effective Date:** 4/8/2010

**Version Number:** 2  
**Legal Counsel Reviewed (yes/no):** No  
**Legal Reference(s):**  
**Scope:** College-wide

---

## Reason for Procedure

This procedure explains the College requirements for handling large volume printing requests. Large volume is defined as greater than 250 pages.

## The Procedure

The College requires all printing jobs that exceed 250 pages, follow the Printing Request form located in KIN, Employee Forms Plus. Exceptions require Cabinet approval and must be due to established efficiencies with an ongoing process, not a one-time situation.

## References

## Definitions

Term	Definition
Term 1	
Term 2	
Term 3	
Term 4	

## Revision Log

<b>Version Number</b>	<b>Date Approved</b>	<b>Approved by</b>	<b>Brief Description of Change</b>
1	4/8/2010	Jon Neff, Vice President, Technology Services	New template 8/29/2017
2		Cabinet	Procedure template 9/4/2019