

GRAYS HARBOR COLLEGE
Operational Policy

Subject: PRINT MANAGEMENT

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Operational Policy Number: 806

Date adopted: June 2017

Revised: 12/30/2019

Purpose

This policy establishes the methodology that Grays Harbor College will use in the purchasing, deployment, and replacement of printing devices on campus, as well as off-site printing, to improve the efficient and effective use of college resources.

Policy

Grays Harbor College will purchase standardized network printers and multifunction devices for all on-campus printing and emphasize digital imaging to reduce overall print operations in accordance to the college's Print Management Strategy. Networked copiers (MFD's) will be leased or purchased according to the Print Management Strategy. For off-site printing, the college will manage solicitations, purchase, and make payments in accordance to the college's Print Management Strategy.

Relevant Laws and Other Resources

- [RCW 43.19.733](#) - Requirement to utilize print management contracts—Exemptions [GHC EXEMPT]
- [RCW 43.19.736](#) - Print shop services-Bid solicitations-Confidential information
- [RCW 43.19.739](#) - Reducing costs—Agencies to consult with department
- [RCW 43.19.742](#) - Agency management of print operations—Department rules and guidelines
- [RCW 43.19.745](#) - Agency use of envelopes—Standardization [GHC EXEMPT]
- [RCW 43.19.748](#) - Public printing for state agencies: Exceptions to In-State Requirements
- [RCW 43.19.751](#) - Public printing for state agencies: Allowance of Claims
- [RCW 43.19.754](#) - Public printing for state agencies: Contracts for Out-Of-State Work
- [RCW 43.19.757](#) - Public printing for state agencies: Quality and Workmanship Requirements
- [RCW 28B.10.029](#) - Property purchase and disposition—Independent purchasing authority
- [WAC 200-380](#) - Print management