

	PROCUREMENT & PROPERTY CONTROL SERVICES DEPARTMENT STATE UNIVERSITY OF NEW YORK COLLEGE AT GENESEO	POLICY NO.: P-570
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		SUPERSEDES NO.:
		SUBMITTED BY: Print Optimization Team
TITLE: Print Optimization Policy		EFFECTIVE DATE: October 18, 2011

I. PURPOSE

The purpose of print optimization is to provide the College community with cost effective, state-of-the-art printing, copying, scanning, and faxing functionality.

II. SCOPE

This policy applies to all procurements of print output devices purchased by the College. For the purposes of this policy, print output devices shall be defined as desktop printers of all types, high-speed laser printers, copiers, multi-function devices, fax machines, and scanners.

III. POLICY

All purchases and/or leasing of print output devices and supplies will be coordinated and approved through the Procurement & Property Control Services Department in consultation with Computer & Information Technology.

IV. PROCEDURE

1. All purchases of print output devices, and related supplies, will be standardized according to the College's contract for printing equipment and print management services.
2. The College's print output devices will be deployed and connected to the campus network in an efficient manner that allows multiple individuals to share both primary and secondary devices and maximizes cost savings for the College.
3. Every three to five years, the College will survey departmental printing needs and make modifications to the College's inventory of print output devices and print management services contract as needed to maintain the highest level of service and efficiency to the campus community. Departments wishing to change or modify their print output devices must contact the Director of Procurement & Property Control Services who will, in consultation with CIT Technical Support Professionals, make every effort to accommodate the functional needs of the department.

TIMEFRAME FOR POLICY IMPLEMENTATION

Due to high operating costs, effective immediately the College will no longer purchase non-networkable printers. As of January 1, 2012, the College will cease buying supplies for non-networkable printers. Non-networked printers no longer will be supported by the College and should be recycled and disposed of according to the College's Property Control procedures for surplus equipment.