

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

ORDERING MATERIALS TO BE PRINTED

Requisitions are to be prepared for outside printing orders. The following list is illustrative, but not necessarily inclusive:

1. Forms
2. Brochures
3. Tickets
4. Class schedule
5. College catalog
6. Camera-ready materials to be duplicated in quantity
7. Stationery, envelopes, business cards
8. Diplomas

Upon receipt of properly authorized requisitions, Purchasing, when it is appropriate, shall consult with the appropriate executive administrator to ascertain whether or not specifications and content conform with College Procedure 1071.1.

The requisitioner will be responsible for proofreading and authorizing final approval for printing.

Revised—Cabinet
March 20, 1989
Reviewed—Cabinet
May 30, 1996
February 5, 2002
Reviewed—Purchasing
September 29, 2004
Reviewed—VP and CFO
August 1, 2019