

## PRINT JOBS:

Scenario 1: You have artwork & layout done

1. Submit a job request to NAU Printing Services. <https://nau.edu/printing>
2. Once quote has been received from NAU Printing Services, if under \$1K, you may proceed with placing order. If over \$1K, forward the quote and completed Payment Request Form to [Susan.Neeb@nau.edu](mailto:Susan.Neeb@nau.edu) and cc: [EMSAFinancialServices@nau.edu](mailto:EMSAFinancialServices@nau.edu), to obtain Mark Boyer and Jane Kuhn's approvals.
3. Once approvals have been received back, you may proceed with placing your order.

Scenario 1.B: NAU Printing Services *cannot* complete your print job.

1. Research external vendors and receive a quote(s). Keep quality & brand in mind when comparing vendors as you try to obtain the best value.
2. Once quote has been received, if under \$1K, you may proceed with placing order. If over \$1K, forward the quote and completed Payment Request Form to [Susan.Neeb@nau.edu](mailto:Susan.Neeb@nau.edu) and cc: [EMSAFinancialServices@nau.edu](mailto:EMSAFinancialServices@nau.edu), to obtain Mark Boyer and Jane Kuhn's approvals.
3. Once approvals have been received back, you may proceed with placing your order.

Scenario 2: You need help with artwork & layout

1. Email and/or call [Grant.Belcher@nau.edu](mailto:Grant.Belcher@nau.edu) with EMSA Communications.
2. Grant will assist with artwork and design layout as well as receiving NAU Marketing's approvals. **NOTE:** Plan ahead - Grant usually needs at least 3-4 weeks lead time!
3. Once Grant has completed your "print ready" design, proceed with steps in Scenario 1.

*\*\* We are required to give NAU Printing Services first right of refusal on all print/copy jobs not completed in your department.*

*\*\*If printing can be obtained at a lower price elsewhere, NAU Marketing has to approve using the outside vendor.*

## SWAG PURCHASES:

1. Email and/or call [Grant.Belcher@nau.edu](mailto:Grant.Belcher@nau.edu) with EMSA Communications.
2. Grant will assist with artwork and design layout as well as receiving Jane's and NAU Marketing's *design/logo* approvals. **NOTE:** Plan ahead - Grant usually needs at least 3-4 weeks lead time!
3. Once Grant has received the *design/logo* approvals, he will notify the requester.
4. Submit a job request to NAU Bookstore for a quote.
5. Once quote has been received from NAU Bookstore, if under \$1K, you may proceed with placing order. If over \$1K, forward the quote and completed Payment Request Form to

Susan.Neeb@nau.edu and cc: EMSAFinancialServices@nau.edu, to obtain Mark Boyer and Jane Kuhn's *purchasing* approvals.

6. Once approvals have been received back, you may proceed with placing your order.

Scenario B: NAU Bookstore *cannot* complete your swag order.

1. Research external vendors and receive a quote(s). Keep quality & brand in mind when comparing vendors as you try to obtain the best value.
2. Once quote has been received, if under \$1K, you may proceed with placing order. If over \$1K, forward the quote and completed Payment Request Form to Susan.Neeb@nau.edu and cc: EMSAFinancialServices@nau.edu, to obtain Mark Boyer and Jane Kuhn's approvals.
3. Once approvals have been received back, you may proceed with placing your order.

*\*\*We are required to give NAU Bookstore first right of refusal on all print/copy jobs not completed in your department.*

*\*\*If swag purchase can be obtained at a lower price elsewhere, a member of NAU Bookstore management has to approve using the outside vendor.*