

MISSISSIPPI STATE UNIVERSITY™

Policy and Procedure

Internal Audit Web

NOTE - POLICY WAS RESCINDED ON 04/17/2012

MSU Printing, Mail Services and Office Supply at

MISSISSIPPI STATE UNIVERSITY

OPERATING POLICIES AND PROCEDURES

PURPOSE

The Mississippi State University (MSU) Printing, Mail Services and Office Supply Store are committed to meeting the University's printing, mail services and office supply needs with reliable, high-quality services. It is our mission to provide these services with as much convenience, flexibility and speed as possible while ensuring overall cost efficiency. In addition to serving the University, services may also be provided as available/required to governmental units of the State of Mississippi.

POLICY

MSU Printing and Mail Services will serve the following units/individuals:

- 1.) University units that have a comptroller's account number
- 2.) MSU faculty, staff, and students, when the service requested is for their own personal or educational use.
- 3.) Official organizations associated with the University.
- 4.) Federal, state, county, and local governmental units.

Service requests that are not clearly permitted based on the above criteria can be referred to the printing/mail review committee for final decision. Cash sales are permitted for printing/mail services.

MSU Office Supply will serve university units that have a Comptroller account number only. No cash sales are permitted. This restriction is necessary due to state contract regulations.

The Printing/Mail Services review committee is composed of the following:

- 1.) Director of Procurement and Contracts
- 2.) Director of Budget and Finance
- 3.) Director of Internal Audit

REVIEW

The Chief of Staff is responsible for the review of this operating policy every four years or as needed.

For information about this policy, contact the responsible/reviewing department hyperlinked above.

For comments about the MSU Policy website, contact: webmaster@audit.msstate.edu.