



ASUB Standard Operating Procedure – 8401

Standard Operating Procedure Synopsis

Title: **PRINT SHOP REQUEST**

Approval Date: April 27, 2022

Revision Date, if applicable:

Review Date(s): June 14, 2023

Annual Review Month: June

Responsible Officer (RO): Vice Chancellor for Information Technology

Standard Operating Procedures Manager (PM): Vice Chancellor for Information Technology

A. Purpose and Scope

The purpose is to provide services for college employees to utilize. The print shop is a central location in the State Hall building on the Beebe campus that provides copies, as well as folded, stapled, and comb-bound brochures.

B. Definitions

ITS – Information Technology Services

C. Procedures

1. Access the print shop request form, located on the ITS SharePoint.
2. Fill out the form completely.
3. Submit a helpdesk ticket at helpdesk@asub.edu with the form attached.
4. Once submitted, the ticket will be completed and products will be delivered via campus mail.

D. Related Information

[Print Shop Request Form](#)