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## **ASUB Standard Operating Procedure – 8401**

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### **Standard Operating Procedure Synopsis**

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Title: **PRINT SHOP REQUEST**

Approval Date: April 27, 2022

Revision Date, if applicable:

Review Date(s): June 14, 2023; June 18, 2024; June 11, 2025

Annual Review Month: June

Responsible Officer (RO): Vice Chancellor for Information Technology

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

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### **A. Purpose and Scope**

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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.

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### **B. Definitions**

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*ITS* – Information Technology Services

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### **C. Procedures**

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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](mailto:helpdesk@asub.edu) with the form attached.
4. Once submitted, the ticket will be completed and products will be delivered via campus mail.

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**D. Related Information**

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[ASUB-Print Shop Request Form.pdf](#)