



ASUB Standard Operating Procedure – 8401

Standard Operating Procedure Synopsis

Title: **PRINT SHOP REQUEST**

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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 Vanguard Intranet, by clicking the blue Print Shop button.
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

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