



# Administration & Finance

Policy & Procedure

[www.umb.edu/administration/finance/index.html](http://www.umb.edu/administration/finance/index.html)

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**Issuing Office:** Campus Services/Quinn Graphics

**Policy Number:** FY19-CSV-001

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**Policy Name:** Printer Purchasing Policy

**Original Date Issued:** July 1, 2018

**Purpose of Policy:**

It is the goal of the UMB administration to have a simplified cost-effective procedure for the acquisition, installation, and support of the UMB printing and copying environment. The Procurement and Quinn Graphics departments are responsible for assuring that UMB provides a consistent manner for procuring; standardizing; maintaining; installing; tracking; supporting; and retiring of printing and copying assets.

**Applicable to:** This policy applies to all university departments.

**Policy:**

**1. POLICY**

The University of Massachusetts Boston (UMB) Campus Services (A&F), in conjunction with Information Technology (IT) and Procurement department, is responsible for the acquisition of technology systems and related products in conjunction with UMB Policy T08-086, Information Technology Acquisition Policy. This policy applies to assets as defined in 4.1b herein regardless of dollar value. Individuals are not allowed to purchase technology as defined herein without prior approval, using any form of payment.

**2. PURPOSE**

It is the goal of the UMB administration to have a simplified cost-effective procedure for the acquisition, installation, and support of the UMB printing and copying environment. The Procurement and Quinn Graphics departments are responsible for assuring that UMB provides a consistent manner for procuring; standardizing; maintaining; installing; tracking; supporting; and retiring of printing and copying assets.

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## 1. This Policy:

- a. Applies to all UMB staff and departments who purchase technology as defined herein;
- b. Provides that the environment to support the lease, purchase and implementation of print-related hardware and software exists;
- c. Provides that cost savings through enterprise or other aggregated purchasing and leasing mechanisms are identified and applied;
- d. Provides the efficient and cost effective deployment of printers, copiers, and Multi-Functional Devices (MFD);
- e. Ensures that institutionally developed standards are adhered to; and
- f. Provides that UMB contracts, leases and purchasing guidelines are followed.

## 2. Assets Covered by this Policy

**The use of the following hardware devices is covered within this policy:**

- a. Printers, Scanners, Fax machines and Plotters
- b. Copiers, Multi-Functional Devices (MFD)

## 3. DEFINITIONS

- a. Multi-Functional Device (MFD):  
Is a digital office machine which incorporates the functionality of multiple devices in one. A MFD may act as a combination of some of the following devices: printer/photocopier/fax/scanner, depending on the desired configuration.
- b. Personal Desktop Printer:  
Is a low-end print device that is not networked, being connected only to an individual's computer.
- c. University of Massachusetts Boston (UMB):  
University of Massachusetts Boston Campus, including the main campus as well as all of its off campus facilities, programs, and related operations.
- d. Information Technology (IT):  
Information Technology division.
- e. PeopleSoft (PS):  
PeopleSoft Enterprise Resource Planning (ERP) System



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## 4. PROCEDURES

### 1. Assets as defined:

- a. All solicitation, including quotes, shall be administered and obtained by the Quinn Graphics Manager/Director or Procurement Department in conjunction with the UMB staff or faculty member.
- b. The purchase of standalone or networked fax machines, printers, scanners, and MFDs requires prior written approval by the Dean, Department Head or Chairperson, and Assistant Vice Chancellor of Campus Services.
- c. The purchase of personal desktop printers and related supplies is prohibited.
- d. It is preferred that all technology products minimally meet or exceed Energy Star certification where applicable and practicable. When Energy Star compliant products are not available, products that meet energy efficiency as designated by the Federal Energy Management Program should be used.

### 2. Variances and Exceptions to this Policy:

Any and all requests for variances or exceptions to this policy must be made in writing providing a business, educational, or research justification of why a variance is required. The justification must be approved by the Dean, Department Head or Chair, and Assistant Vice Chancellor of Campus Services.

## 5. RESPONSIBILITY

- a. UMB Quinn Graphics and Procurement staff are responsible for hardware recommendations, configuration, and quotes, per procedures listed below.
- b. Quinn Graphics prepares purchase requisitions for said assets (4.1b) within the Procurement System for subsequent approval.
- c. Procurement, Quinn Graphics, and the Assistant Vice Chancellor of Campus Services are responsible for reviewing and approving requests for variances to this policy.
- d. IT maintains the campus network for all devices.  
IT must pre-approve any device purchased under variance or exception to assure network compatibility.



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## 6. ATTACHMENTS

In support of this policy, the following resource/documents are included:

### Related Policies and Documents

- a. Information Technology Acquisition Policy, Trustee Policy T08-086. [LINK](#)
- e. University Purchasing Policy. T92-031. [LINK](#)
- f. Pro-card Policy (Assets covered by this policy are not to be purchased using Pro-card)
- g. Purchase of services. [LINK](#)
- h. Purchase of goods. [LINK](#)
- i. UMass Boston Purchasing Policies and Procedures page. [LINK](#)

**Official documents are on the WEB. These are updated regularly.**