

GA 29. Printing Policy

Title:	Printing Policy
Policy Number:	GA 29/07.18
Effective Date:	July 24, 2018
Issuing Authority:	Office of the President

1. RATIONALE

As part of the technology services and facilities provided by the IT dept. for RHU community members, high quality laser colored printers and plotters are available on campus for usage as per the below stated policy and procedure.

2. Policy

The rates for printing at RHU are as follows:

Printing Size	Printing Type	*Rate per Page (US Dollars)
A4	Black and White	0.16\$
A4	Color	0.32\$
90cm*45cm (plotter)	All Colors	6.66\$
90cm*90cm (plotter)	All Colors	10\$
90cm*110cm (plotter)	All Colors	13.33\$
90cm*130cm (plotter)	All Colors	16.66\$
90cm*160cm (plotter)	All Colors	20\$

****All rates are subject to changes without any prior notice for the users***

Procedure

1. Students purchase printing accounts credit from the Finance dept. at RHU.
2. The student should submit the receipt to the IT dept. in order to be charged on his/her account.
3. To use the printing service, the student has to login to any RHU PC using the RHU credentials; his /her printing account is debited according to the above table.

3. STAKEHOLDER IMPACT AND SCOPE

It is the responsibility of each RHU student and staff member to familiarize themselves with policies and procedures relevant to their area of work, and execute their responsibilities in reviewing petitions and completing forms accordingly.

4. RELATED DOCUMENTS

IT Manual

5. APPROVAL AND REVIEW

OFFICER RESPONSIBLE: VP for Development and Information Technology

AUTHORITY: University Administrative Board

POLICY REVIEWED BY: VP for Development and Information Technology, Client Support and Services Supervisor

EFFECTIVE DATE: July 24, 2018

REVIEW DATE: As needed

REVISION HISTORY: None.

RELATED POLICIES: All University Policies and Procedures

FINAL APPROVAL BY THE PRESIDENT:

Signature:

Date: