

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 6.2.1
Title: Copying, Printing, and Publishing
Authority: Title 59, Chapter 53, Sections 810-860 of the
1976 Code of Laws of South Carolina, as Amended.
Responsibility: Vice President for Finance and Administration

Original Approval Date: 09-09-1993
Last Cabinet Review: 05-08-2024
Last Revision: 01-17-2018

Chairperson

It is the policy of Horry-Georgetown Technical College to operate an internal print shop. The purpose of the print shop is to offer the most cost effective and efficient services to College faculty, staff, and students using internal resources and outside contractors. All printing and duplicating work, except for the most basic office duplicating work (e.g., office copying and office printing) must be coordinated and processed through the College's Print Shop.