

OFFICE OF RECORD: Business Office
INITIATED BY: Business Office
APPROVED BY:
EFFECTIVE DATE: February 15, 1991

V-A-04
Page 1 of 1

PRINTING COST DISCLOSURE STATEMENT

POLICY

South Dakota Codified Law 5-23-27.1. mandates that any publication, brochure, pamphlet or flyer with a total cost exceeding one hundred dollars, paid for and distributed by a state agency (SDSM&T) shall bear an inscription listing the publisher, the number of copies published and the approximate cost of publication per copy.

PROCEDURES

For the purpose of this policy, publication is defined as printed material for persons external to the campus (i.e. not SDSM&T faculty, staff, or students). The SDSM&T has outlined the following guidelines for compliance:

1. Every publication, regardless of the funding source or the cost, should include some form of a cost disclosure statement.
2. Publications with a total cost of \$100 or more and paid for by a state agency should state (example): "1,000 copies of this publication were printed by the SDSM&T at a total cost of \$0.25 per copy."
3. Publications with a total cost of less than \$100 should state: either, "The cost of printing 000 copies of this publication was less than \$100," or preferably the full disclosure statement (see 2).
4. Publications produced by an affiliated entity such as a foundation or alumni group are encouraged to include a cost statement (example): "The cost of printing this publication was paid for by the SDSM&T Foundation" or "0,000 copies of this publication were printed by the SDSM&T Foundation at a cost of \$0.00 per copy at no cost to the State of South Dakota."
5. Publications produced by one institution and printed by another institution or by a private printer should contain a "dummy" cost disclosure statement to be completed by the printer, if the producing institution does not know the printing costs (example): "0,000 copies of this publication were produced by SDSM&T at a total cost of \$0.00 per copy."
6. **WHEN IN DOUBT, INCLUDE THE FULL COST DISCLOSURE STATEMENT!**