

# SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

## Policy Manual

**SUBJECT:** Printing Cost Disclosure Statement

**NUMBER:** Policy V-B-4 (Formerly Policy V-A-04)

---

### POLICY

Per Bureau of Administration Administrative Rule 10:02:03:01 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!

**SOURCE: Purchasing February 2014;**