

Printing & Binding of Graduate Thesis or Dissertation

The OU Print Shop, located at 16 Police and Support Services (PSS) just west of Hannah Hall, can print the number of required graduate thesis copies on the appropriate paper at a price less than an offsite printing service such as FedEx Kinkos. Please contact the OU Print Shop at 248-370-2282, or see them directly in 16 PSS, and they will assist you with your thesis printing needs.

The student will self-pay the Print Shop directly for the thesis printing and receive a dated receipt. Likewise, the student will self-pay the office of Graduate Study for the thesis binding fees and receive a dated receipt.

If a Faculty Mentor wishes to reimburse their graduate student for any of the thesis printing / binding charges, the Faculty Mentor must send Cathy Starnes an email stating the amount to be reimbursed to the student and the fund number to charge.

If a Faculty Mentor wishes to pre-approve the thesis printing charges to be direct billed to one of their non-grant funds without knowing the exact cost, please state that in an email to Cathy Starnes and she will work with the student to get them the correct fund # for the Print Shop to direct bill the account **before** they place their printing order.

Thesis binding charges cannot be direct billed to an OU fund number. The student must pay the binding charge and get reimbursed if the mentor is covering that cost.

NOTE: The reimbursement of these fees follows the 60 day receipt processing rule: **A receipt must be completely processed within 60 days of the receipt date** (or by June 30th each fiscal year regardless of the May/June receipt date).

DO NOT delay in getting the email and receipts to Cathy Starnes. It is imperative to give her the receipts ASAP to allow for other departments involved in the reimbursement approval process to have ample time to complete their review before the 60 day deadline. After 60 days a receipt cannot be reimbursed. No exceptions.

Any student being reimbursed for the printing charges must be set up for NON-PAYROLL direct deposit since OU no longer issues checks for reimbursements. Instructions on how to accomplish this can be found here: <http://www.oakland.edu/upload/docs/Financial%20Aid/Direct%20Deposit.pdf>

Your reimbursement will be held until this step is completed.

If you have any questions, contact Cathy Starnes (starnes@oakland.edu).