



**UNIVERSITY OF
SOUTH FLORIDA**
A PREEMINENT RESEARCH UNIVERSITY

MEMO

To: University Community
From: Nancy Santiago, Director of Auxiliary Services
Date: 07/12/2019
Re: USF Print Shop

Effective **July 31st 2019**, the USF Print Center (located in the Marshall Student Center) will be closed temporarily.

Auxiliary Services is currently seeking a retail printing services provider that can best serve our community demands. The USF Print Center is targeted to reopen at its current location in Fall 2019.

The majority of your printing needs will continue to be accommodated by the current provider (Ricoh), until July 31, 2019, however, the deadline to place large orders will be **July 24, 2019**.

In the interim, students and student organizations may make necessary arrangements with an outside provider. Student organizations with allocated A&S funds, please contact the Student Business Services office located in MSC 4300 or at 813-974-7100 for assistance with ordering. A follow up communication will be provided once a new provider has been selected.

If you have any questions, please contact Auxiliary Services at (813) 974-2539.

Sincerely,
Nancy Santiago
Director of Auxiliary Services