

How to Purchase Printing Services

Printing purchases for University departments are governed by Chapter 57 of the Kentucky Revised Statutes. Specifically, the “printing statute” mandates that all purchases of printing services by public agencies and institutions be conducted with printers awarded contracts resulting from competitive bid processes. In summary the University can only use the contracted printers for purchase of printing needs. All jobs must start with a printing contract holder.

Step 1: Determine if needed items are stationery or “full-service”

Stationery products include, but are not limited to, business cards, letterhead, envelopes, invitations, donor cards, reply cards, thank-you cards, announcement cards, name badges, etc.

Full-service products include, but are not limited to, brochures, booklets, magazines, books, reports, etc.

A complete listing of stationery-related items can be found on the Purchasing Division website under the heading “Printing Services”. Postcards of any size can be printed by either stationery or full-service printers.

Step 2: Obtain a quote from one or more contract printers

Contact information for all stationery and full-service printers is available on the Purchasing Division website [here](#) Campus departments can initiate the quote/estimate process by either of the following steps:

- **Complete a Printing Services Estimate Form** from one or more contract printers and fax to the Customer Service Representative(s) for pricing, or
- **Contact a Customer Service Representative** with one or more contract printers via phone or email to discuss needs and request an estimate.

Step 3: Making the “purchase” decision

Once the purchase decision has been made, and the contracted printer selected for the project, the department signs the estimate provided by the contract printer of choice and return by fax. The department should inform the printer of the payment method to be used for the purchase. The method of purchase is determined by the total dollar amount of the purchase. If the total purchase is less than \$5,000, the department should use their procurement card for the purchase. If the purchase is greater than \$5,000, the department should enter an SAP requisition/SRM Shopping Cart. A purchase order will be processed and placed with the printer.

Step 4: Receiving the products and completing the order

Once the purchase is complete, the department arranges for payment of goods. If the order was placed using a departmental procurement card, the department should confirm procurement card information with the printer and approve the charges. If the purchase was made against a purchase order established by the Purchasing Division, the department creates a Goods Receipt/Confirmation to show receipt of goods and release check payment.