

Summary of Party Relationships for University Printing Purchases Involving Mail Services

Per terms of their agreements the University contracted printers are required to coordinate all printing jobs that involve mailing services with the University Post Office. The Post Office has sole authority over all mailing issues and use of the University's mail indicia(s). In keeping with federal postal regulations, unless delegated by the University Post Office, no other party, including University contractors, may coordinate or direct any tasks or issues related to mailing services for the University. Per terms of their agreements, any contractor that violates this requirement is subject to probation or termination.

The University has a contract for mailing services (currently held with Bluegrass Integrated Communications). The mailing services contract is solely for use by the University Post Office and the mail vendor may not be contacted or directed to coordinate any tasks related to printing or mailing services by any entity other than the University Post Office without their express permission.

The University holds multiple contracts for public relations and advertising which constitute agency of record relationships, e.g., Cornett Advertising holds the contract for the academic campus. Based on this the media contractor may at times act as an agent for University departments in facilitating printing and other types of media projects. Based on the nature of this agency relationship, the media contractor assumes responsibility for coordinating printing purchases the same as if they were being executed by the end-using department.

Relationships Within Printing Jobs Involving Mail Services

Departments conduct printing purchases with contract printers. Agency of Record contractor (e.g., Cornett) may execute purchase on behalf of department.



Contract Printers

Contract printers are bound by their agreements to coordinate all print jobs that involve mail services with the University Post Office. They may not contact the mail contractor directly without express permission from the University Post Office.



University Post Office



The University mail contractor serves the needs of the University Post Office only. Other University contractors may not contact the mail contractor or coordinate mailing services with them without express permission from the University Post Office.



University Mail Contractor (United Mail)