



University of Kentucky
Procurement Services

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Memorandum

To: Academic Leadership and Institutional Officers

From: Barry Swanson
Chief Procurement Officer

Date: August 31, 2026

Re: Use of Off-Campus Printing

The purchase of printing for all state agencies is governed by Chapter 57 of the Kentucky Revised Statutes. All printing contracts must be awarded to the low responsive bidder and approved by the Governor. The only exceptions to this requirement are those printing services provided by the agency's own printing plant. Therefore, in compliance with these statutes, all printing services for the University must be provided through a contract established by Procurement Services.

University of Kentucky regulations adopted pursuant to the state statutes prohibit the purchase of printing from outside vendors without a valid contract. This policy applies to all University accounts with the exception of ledger "9" accounts. These regulations are detailed in the University Business Procedures Manual.

We are not permitted to pay for unauthorized work. If invoices are received for unauthorized work, the vendor invoices must be returned to the department. The vendor will be notified that the purchase was unauthorized and that University funds cannot be used to pay the charges.

If you have any questions regarding this policy, contact Procurement Services at (859) 257-9100 or UKPurchasing@uky.edu.