

Oklahoma State University Policy and Procedures

PRINTING OFF-CAMPUS

5-0521

UNIVERSITY RELATIONS & PUBLIC AFFAIRS

MARCH 1990

POLICY

1.01 All printing not produced by Printing Services must be purchased according to the purchasing policies established by the Purchasing Department.

1.02 Except as provided by the small order system policy or as approved by the Director of Purchasing, all printing jobs will be secured by Printing Services, either internally or outside as appropriate to meet the customer's needs.

PROCEDURE

2.01 Printing Services will assist the customer, as needed, in preparing specifications for any job. If it is determined that Printing Services cannot fulfill the required specifications (delivery time, quality, price, etc.), then Printing Services will submit the necessary information to the Purchasing Department for securing written quotations or sealed competitive bids from external sources (per University Purchasing Policy 3-0145).

2.02 Upon receipt of written quotations or competitive bids, Printing Services will evaluate them and recommend acceptance or rejection to the Purchasing Department. If bids are not within the customer's budget allocations, Printing Services will consult with the customer about adjustments in the specifications, rejection, acceptance, etc.

2.03 Printing jobs secured from outside sources will be charged to the customer's account through the campus vendor system. A charge for time spent by Printing Services in managing each job will be added to the outside vendor's charges. The hourly rate charged will be \$25. No handling charge will exceed more than 2 ½% of the total job cost.