



## **POLICY & PROCEDURE DOCUMENT**

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DIVISION: Finance & Administration

TITLE: Printing

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### **I. Purpose and Scope**

To establish special conditions for printing required by state law.

### **II. Policy**

Under State law, printing may only be performed directly by any agency capable of providing in-house services (KRS57.021) and/or, contracts awarded following the competitive bid process (KRS57.011) with final approval from the Governor (KRS57.091).

The Department of Purchasing has established multiple contracts with local and regional printing facilities to provide pre-authorized eligibility by these contract printers to perform individual print jobs as required by the University. Furthermore, the Department of Purchasing has delegated to Printing Services the responsibility of: specifications, bidding, analysis and contractor relations processes.

This policy provides access by University Departments to timely, cost effective printing services while insuring full compliance with all applicable State laws. Under no circumstances may printing be procured without competitive bidding, contracting and the Governor's signature.

For the purpose of this policy; "PRINTING" includes, but is not limited to the following definitions:

- Graphic design and typesetting
- University stationary, letterhead, business cards, printed envelopes

Books, catalogs, magazines and annual reports  
Brochures and flyers  
Newsletters, forms, prescription pads, posters  
Custom tabs/index cards, note pads, greeting cards and calendars  
All other printed materials using offset lithography

### **III. Procedure**

For most printing you can go to the [Printing Services](#) web page and click on a link to the type of printing you need. Then you can click on a link to request an estimate from the various printing contractors. Orders can also be submitted through this site.

For very large jobs you will want to work directly with the Department of Purchasing so they can solicit a special bid for your job. Please allow at least one month and sometimes longer for special large jobs. The bid process and printing lead time will require advance planning.