

Arkansas State University - Jonesboro

Effective Date: 10/24/2003

Number: 05-39

Section: Finance and Administration

Subject: Procurement Services: Printing Rules

In accordance with Arkansas State Procurement Law and Regulations, **all printing**, regardless of cost, must be procured through a state operated printing facility such as ASU Printing Services, on State Contract, or thru bid procedures handled by Procurement Services.

Definition of Printing: The process of transferring images, by the use of standard industrial type printer ink, upon documents such as letterhead, envelopes, pamphlets, booklets, and forms. In other words: Printing is anything that must be printed with printers ink on a printing press.

"Copying" is not affected by these rules. Departments may continue to use a copying store such as Kinko's and produce copies from their internal office printers. Posters are not considered printing unless they are mass-produced for an event.

To comply with the state laws and to ensure that you receive your printed material in a timely fashion the following guidelines have been established:

1. All items must be reviewed first by Publications and Creative Services.
 - a. Publications and Creative Services will determine if all graphic standards have been met.
 - b. Creative Services, along with Printing Services, will determine whether it will be processed thru ASU Printing Services or whether it will be sent to Procurement Services to bid and outsource the job.

Exceptions to this rule: Repeat print jobs **with no changes**, standard letterhead, envelopes, and business cards. These orders can be sent directly to Printing Services, along with an approved requisition.

- c. The department will be expected to sign off on a proof of the work in Publications and Creative Services first and a final proof when Printing Services has the plate ready for printing before the job is run.
 2. The department is required to submit a requisition to Procurement Services when the job cannot be produced in Printing Services, including any artwork approved by Creative Services.
 - a. Procurement Services will send the job out for bid in accordance with state procurement/printing rules and regulations. Procurement Services

requires 5 to 7 working days to process most requests, possibly longer, depending on the complexity of the project.

Depending on complexity of the job, please allow plenty of time to process all printing jobs through Publications and Creative Services, Printing Services or Procurement Services. Proper advance planning can ensure your printing projects are completed on time and meet university graphic standards.

Reviewed on 05/02/13.