

UNIVERSITY OF KENTUCKY Purchasing Division

Overview – How to Purchase Printing Services

Printing purchases for campus departments are governed by Chapter 57 of the Kentucky Revised Statutes. Specifically, this legislation mandates that all purchases of printing services by public entities and institutions must be conducted with printers who have been awarded contracts as result of a competitive process. In summary, campus departments can only use contracted printers for purchases of printing needs. All jobs must start with an approved contract holder.

Step 1: Determine if needed items are stationery or full-service (i.e., non-stationery).

Stationery products include, but are not limited to business cards, letterhead, envelopes, invitations, donor cards, reply cards, thank-you cards, postcards, announcement cards, name badges, etc.

Full-service products include, but are not limited to, brochures, booklets, magazines, books, reports, etc. A complete listing of stationery-related items can be found on the Purchasing Division website under the heading “Printing Services”. Departments should direct their purchases toward either the stationery or full-service printers depending on the nature of items being produced.

Step 2: Obtain a quote from one or more contract printers

Contact information for all stationery and full-service printers will be updated on the Printing Services section of the Purchasing Division’s website (<http://www.uky.edu/Purchasing/>) by April 1, 2007. Campus departments can initiate the quote/estimate process by one of the following steps:

- **Complete a Printing Services Estimate Form** from one or more contract printers and fax to the Customer Service Representative(s) for pricing, or
- **Contact a Customer Service Representative** with one or more contract printers via phone or email to discuss needs and request an estimate.

Step 3: Making the “purchase” decision

Once the purchase decision has been made and the contracted printer selected for the project, the department must sign the estimate provided by the contract printer of choice and return by fax. The department must communicate with the printer and inform them of the payment method to be used for the purchase. The method of purchase is determined by the total dollar amount of the purchase. If the total purchase is less than \$5,000, the department should use their procurement card for the purchase. If the purchase is greater than \$5,000, the department should enter a requisition into SAP prior to the purchase and fax the signed estimate to Purchasing at 257-1951. A purchase order will be processed and faxed to the contract printer. For purchase transactions greater than \$5,000, departments also have the option of requesting a one-time increase using their departmental procurement card. This request must be submitted to and approved by the Purchasing Division.

Step 4: Receiving the products and completing the order

Once a printing purchase is complete, the department should arrange for payment of goods. If the order was placed using a departmental procurement card, the department should confirm procurement card information with the printer and approve the charges. If the purchase was made against a purchase order established by the Purchasing Division, the department must create a Goods Receipt in SAP (MIGO transaction) to show receipt of goods and release payment.