



UNIVERSITY OF KENTUCKY

PURCHASING DIVISION

322 Peterson Service Building
Lexington, Kentucky 40506-0005

PH: (859) 257-9100

FAX: (859) 257-1951

MEMORANDUM

TO: Chancellors, Vice Presidents
Deans/Academic Directors/Chairs
Directors/Department Heads

FROM: William Harris, Director
Purchasing Division

DATE: 3/14/2005

SUBJECT: 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 the Purchasing Division.

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, please call or write William Harris, Director of Purchasing at (859) 257-9100.