

PRINTING & DUPLICATING EQUIPMENT, SUPPLIES, AND/OR SERVICES

(Including graphic arts, and/or related services)

Departments are expected to use Printing/Duplicating Service to meet their printing and duplicating needs. Accordingly, the use of a P-Card or **Purchase Requisition** to acquire off campus printing/duplicating services requires the advance written approval of Printing/Duplicating Service. See **letter from Chancellor Goldman** dated August 22, 2008.

Purchasing equipment that is available at SIUC Printing/Duplicating Service, or that perform services offered by Printing/Duplicating, including those available from the Mail Center are prohibited without the express written prior approval of Printing/Duplicating.

P-Card

Requests for use of the P-Card for printing or related services performed by an off-campus supplier, requires authorization from Printing/Duplicating. Complete the **Restricted Purchases – Printing/Duplicating** form and fax to Rich Bauer at 453-1643. If authorization is given, the signed form will be returned to the requesting department to maintain in their records for auditing purposes.

Direct Voucher Method

Printing or related services may be directly vouchered to Accounts Payable on an **Invoice Distribution Form**, if services total less than \$1,500 and requestor has been given written approval from Printing/Duplicating. Complete the Restricted Purchases – Printing/Duplicating form and fax to Rich Bauer at 453-1643. If authorization is given, the signed form will be returned to the requesting department. A copy should be attached to the Invoice Distribution Form prior to submitting to Accounts Payable. Department should maintain the original in their records for auditing purposes.

Purchase Requisitions

Requests for printing/duplicating services or equipment must have approval by Printing/Duplicating Service prior to submission to the Purchasing Department. If requisition is received without this approval, it will be mailed to Printing/Duplicating, delaying purchase of requested equipment or services.

It is the responsibility of Printing/Duplicating Service to notify the requestor to discuss the equipment or services required, to determine whether it will be completed via a requisition, off campus, or in house and to inform requesting department of their decision.

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