

The following University policy applies to all printing and photocopying purchases made with DPO's, PO's, or ACARD.

CSU Publications and Printing Policy (EBC Minutes, July 9, 2002): The University has, for some time, discussed the need to have a uniform publications and printing policy. This policy requires a review by Publications & Printing staff of all printed publications. Elements of this review include: 1) adherence to University graphic standards; 2) proper use of copyright, trademark, and service mark materials; 3) consistency with University marketing goals; 4) production quality improvement recommendations; and 5) cost effective pricing for printing services. Contact Gil Mulley, director of Publications & Printing, Ext. 1527, for your publications review.

Purchasing will assist with the implementation of this new policy by monitoring purchase requests for printing services and referring all such requests to Publications & Printing for policy compliance. Publications & Printing will contact each user and will assist in as expeditious a manner as possible. This policy does not apply to on-campus publications. The EBC endorses and supports the implementation of this new campus policy.

CSU PURCHASING DEPARTMENT POLICY REGARDING GRAPHIC DESIGN, PRINTING & PHOTOCOPYING

The State of Colorado currently considers the purchase of Graphic Design Services, Printing and Photocopying as the purchase of services, not commodities. In accordance, the procedure for procuring these services is subject to the following general guidelines.

Any purchase of these services must be pre approved by Gil Mulley of Publications and Printing Services according to CRS 24-50-204(2)(c) and Waiver Condition #2 which allows the purchase if they are ...“Services including printing, collating, and binding for which the University does not have the expertise or equipment. When such services are unavailable on an immediate basis, the University does not have staff qualified to perform these specialized services, or the University does not have the equipment necessary to perform these services as required.”

If the purchases of these services are over \$5000 the transaction will also need approval of the University's Human Resources Department. Also, if the purchase is by agencies located within the Denver Metro area, approval by GSS, Division of Central Services is also required. They may be contacted by calling JJ Jackson at 303/866-3882.