



Procedure # 11-004: **Purchase of Printing Services**

Effective Date: **January 24, 2012**

Revised Date: **July 1, 2015, June 22, 2016, May 3, 2017, March 26, 2018, August 27, 2018, November 7, 2019, June 2020, September 2022**

Purpose: To provide clear direction regarding procedures for two or more color print jobs, and to ensure compliance with the printing services contract specifications for all products delivered.

Procedures: The process and procedural requirements for printing services.

1. Review and Approval: All University publication requests, with the exception of those noted below, require the review and approval of University Design & Publications prior to soliciting quotes.

1. Letterhead and envelopes (standard one color)
2. Business cards (standard one color)
3. Publications produced by or for students and paid for with student funds
4. Publications which will not be paid for with Commonwealth funds
5. Scholarly publications
6. Business forms

a. **Editorial and Design Review:** For print jobs designed by the department, the following shall be submitted to University Design & Publications for the editorial/review process:

1. Sample/proof of publication to be printed, and
2. Publications Request Form, and
3. Clear and complete printing specifications submitted on the ODU Print Specifications & Bid (PSB) form

University Publications will review the design, editorial content and specifications then communicate with the customer regarding final design and specifications and/or approve as submitted and return to requestor.

b. **Design, Layout, and Proofing Process:** For print jobs requiring complete design, layout and proofing services by University Design & Publications, the following shall be submitted to University Design & Publications for the design, layout and proofing process:

1. Electronic and hard copy of final content and if applicable, any photos the customer wants included in the design of the publication.
2. Publications Request Form
3. Upon customer approval of the final design, University Design & Publications will provide approved Print Specifications Bid (PSB) form to the customer.

2. **Submission of Publication Printing Requests Less Than \$500:**

- a. Departments shall obtain approval from University Publications. Once approved, departments shall obtain price quote(s) from contract vendor(s) and award to the lowest responsive vendor.
- b. The preferred order method will be use of the PCard, however, departments may place an order via either the PCard up to \$500, not to exceed cardholder's per transaction limit or an electronic eVA purchase order.

3. **Submission of Publication Printing Requests Greater than \$500:**

- a. Upon approval by University Design & Publications, department shall submit a requisition to Procurement Services.
 1. **eVA Users:** Submit a purchase requisition via eVA.
 2. **Non-eVA Users:** Submit a properly completed and signed purchase requisition to Procurement Services.

Requisitions shall include as an attachment the University's '[Printing Specifications and Bid Form](#)' to include name and signature of University Design & Publications' authorizing individual and date of approval and Publications approved art work.

- b. Procurement Services shall obtain price quotes from contract vendor(s). Once price quotes have been received, Procurement Services will award to the lowest responsive contract vendor and issue subsequent eVA purchase order.
 - c. Procurement Services will be responsible for determining which order method (eVA or PCard) will be used. Departments shall not place orders using the PCard for printing services that exceed \$500 without prior written approval from Procurement Services.
 - d. As requested by the department, Procurement Services may also request costs for 'mailing services', and if requested, the costs of the mailing services would become part of the total cost evaluation and award process.
4. **Reprints:** Reprints where the cost does not change from original solicitation may be reviewed and approved by Procurement Services. Reprints where cost, quantity and/or specifications changes, shall require a new solicitation.

5. **Exceptions:**

- a. Procurement Services may grant departments delegated authority to obtain price quotes from contract vendor(s) for print requests >\$500;
- b. Departments that would like to have delegated authority for print requests >\$500 must submit such requests in writing via email, as follows:
 - i. Requests must come from the associated BUD and sent to Janis Hall at jnhall@odu.edu;
 - ii. The request shall specify:
 1. Why the delegated authority is being requested;
 2. If approved, how the delegated authority will benefit the department and contract vendor(s);

3. BUD's agreement that if the delegated authority is approved, the BUD will serve as the department's **named** Contract Administrator, and shall be responsible for:
 - a. Reviewing and approving all print requests for accuracy and completeness;
 - b. Ensuring that the processes specified in Procedure #11-004 dated June 2020 are followed;
 - c. Ensuring that all associated documentation for each print request is maintained on file:
 - i. Publications approved PSB;
 - ii. Contract vendor quote responses;
 - iii. Quote tabulation;
 - iv. eVA purchase order
 - d. Review and approval of related payments

6. Documentation and Samples:

- a. Departments shall maintain on file the appropriate documentation for each publication to include (i) approval from University Design & Publications, (ii) print specifications, (iii) quotations from each responding vendor, and (iv) samples of each print job.
- b. A minimum of four samples shall be maintained for each print job. Contractor shall provide two (2) samples to University Publications and two (2) to Procurement Services. Requesting department shall maintain two samples. Samples may be discarded after receipt and acceptance of final print product request.

6. Invoices:

Invoices shall be submitted to invoice@odu.edu with a copy to the end-user and shall include: (i) the contract number (ii) the eVA purchase order number, (iii) print job name, and (iv) the job specification details including paper being provided with the weight, type, class, etc.

7. Process Time and Planning:

- a. University Design & Publications will require a minimum of seven (7) business days for editorial/design review, specification clarification as appropriate, modifications and/or approval. Review processing time is dependent upon complexity of print job. Refer to [University Design & Publications](#) website, for additional information regarding required processing time.
- b. Procurement Services will require a minimum of five (5) business days for solicitation and award. Departments shall submit proper requisitions to include complete specifications to Procurement Services to allow adequate time for solicitation, award and normal time for printing and delivery.
- c. Print contractors shall be provided with adequate time (specified on the printing specifications) to process and complete print job based on industry standards. Processing time will vary based on quantity and complexity of job.

8. Departmental Contract Administration

Each ordering department shall be responsible for the appropriate inspection and receipt of University print jobs. Inspection includes review of all print jobs to ensure compliance with specifications. Completion of electronic receiver in Banner certifies that product delivered met all contract specifications.

For additional information, reference [University Printing Contract Roles and Responsibilities](#) located on the Procurement Services website.

For questions regarding print quotations:

Janis Hall
Procurement Services
683-3070
www.odu.edu/procurement

For the design/layout and printing process or the editorial/design review (only) process of your publication contact:

Victoria Burke
University Design & Publications
683-3114
www.odu.edu/univpublications

For questions regarding contract or compliance issues contact:

Janis Hall
Procurement Services
683-3070
www.odu.edu/procurement