

Policies and Procedures Handbook

Illinois Institute of Technology

Procedure No.: K.2

Date of Issue: 04/12

Subject: Purchase of Printing

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All university publications for distribution outside the university should be reviewed by the Office of Marketing and Communications (M & C) or its designee (e.g., the director of print communications at the Downtown Campus) for adherence to identity and style guidelines, as referenced in Procedure No. G.1.

When printing cannot be accomplished through IIT's Office Services Department or other campus resources, M&C should be consulted for production. M&C will prepare specifications for print projects, negotiate with outside printing sources for competitive bids and will recommend the printing vendor to be used by providing IIT departments with the vendor name and quote number. Departments are responsible for creating requisitions resulting in purchase orders to these vendors. Requisitions must include the vendor quote number provided by M&C. Only requisitions referencing vendor quotes will be processed to become purchase orders. Printing work done outside the university should not begin without a purchase order secured through the Purchasing Department.

Periodically, M&C and the Purchasing Department will review current and potential vendors and award strategic-vendor status based on various factors, including, but not limited to, quality, price, customer service, Minority/Women Business Enterprise status, and delivery or blanket purchase agreements. This list of strategic vendors and other resources is available through M&C and will be posted to the IIT Purchasing Portal Site.

These guidelines apply to work that engages silkscreen, engraving, letterpress or other reproductive techniques and offset printing.

Forms for internal use can be requisitioned through Office Services, M&C or the Purchasing Department, as appropriate.

For further information regarding purchasing printing, or purchasing in general, please refer to IIT's Purchasing Manual at:

http://www.iit.edu/policy_procedures/purchasing_policies_and_procedures.shtml