



# Administrative Procedure

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**Subject:** PRINTING REQUESTS

1.0. PURPOSE:

To establish the policies and procedures governing the acquisition of printed materials.

2.0. ORGANIZATIONS AFFECTED:

- 2.1. All organizational units of the University.
- 2.2. Auxiliary organizations using Trust, Grant, or IRA funds.

3.0. REFERENCES:

- 3.1. Office of State Printing Memorandum, Dated 1-27-81.
- 3.2. Office of the Chancellor Memorandum ABS 81-29.
- 3.3. State Administrative Manual (SAM), Sections 2800-2890.
- 3.4. Cal State L.A. Administrative Procedure, "University Publications."
- 3.5. Cal State L.A. Administrative Procedure, "Reprographics Services."

4.0. POLICY:

- 4.1. It is the policy of the University to secure quality printed materials at the greatest cost savings and as quickly as possible. Although not under the jurisdiction of the Office of State Printing, auxiliary organizations are encouraged to exercise good business practices in order to secure the best price for their printed materials and to utilize purchasing strategies which yield the greatest cost savings for the University.
- 4.2. Commercial Printing Services--The Office of State Printing in Sacramento has the statutory responsibility for providing printing services for all State agencies. Production of printed materials through commercial printers is permissible only with prior permission of the State Printer. The approval of the Office of State Printing must be obtained prior to making a commitment to a commercial printing service.

**Approved:**

**Date:**

- 4.3. Duplicating and Fast Copy Services--Departments requiring services available through the University Reprographics Department should refer to the Administrative Procedure on "Reprographics Services."

5.0. DEFINITIONS:

- 5.1. Printed Materials--Refers to all business forms and publications originating within the University including the typesetting, artwork, composition, and printing services required to produce them.
- 5.2. Student Admission-Related Matter--Includes but is not limited to catalogs, brochures, bulletins, and class schedules.

6.0. RESPONSIBILITIES:

6.1. University Departments will:

- 6.1.1. Schedule an initial planning meeting with the Office of Public Affairs to determine the need for new publications, the production requirements, and the costs.
- 6.1.2. Prepare the "Purchase and Campus Stores Requisition", Form 42, and secure the required approvals on the form.
- 6.1.3. Supply the required mock-ups, samples, and detailed specifications.
- 6.1.4. Secure the required cost estimates from the vendors suggested by the Office of Public Affairs or the Purchasing Department.

6.2. Office of Public Affairs will:

- 6.2.1. Provide consultative services and technical advice to university departments related to preparation of the purchase requisition.
- 6.2.2. Contact University Reprographics to determine if the printing request can be processed in-house.

- 6.3. University Reprographics will inform Public Affairs and other requesting departments of the feasibility of completing printing requests in-house and supply a written release when a job cannot be completed due to time constraints or equipment limitations.

7.0. PROCEDURES:

7.1. Time Sensitive, Emergency, and Short Run Printing Requests Under \$300.00 Not Producible by University Reprographics:

- 7.1.1. University Departments will consult Public Affairs and request a written release from University Reprographics to seek an alternative supplier.
- 7.1.2. University Departments will complete the Purchase and Campus Stores Requisition and forward it to Purchasing with the following items attached:
  - a. A minimum of two (2) written and signed price quotations on vendor letterhead.
  - b. Complete specifications and a mock-up or sample.
  - c. A university Reprographics release.
- 7.1.3. Purchasing will prepare the Purchase Order and distribute copies as required.
- 7.1.4. University Departments or Public Affairs will arrange for delivery of the job to the printer.
- 7.1.5. Following production, the Accounting Office will forward the invoice to the Office of State Printing for approval and for forwarding to the Controller.

7.2. Student Admission-Related and Time Sensitive Printing Requests Under \$5,000.00:

- 7.2.1. University Departments will consult Public Affairs and request a written release from University Reprographics to seek an alternative supplier.
- 7.2.2. University Departments will complete the Purchase and Campus Stores Requisition and forward it to Purchasing with the following items attached:
  - a. Complete specifications and a mock-up or sample.
  - b. A University Reprographics release.

- 7.2.3. Purchasing will contact the Office of State Printing to determine where the job is to be printed.
- 7.2.4. Upon receipt of notification from the Office of State Printing that an outside vendor may be used, Purchasing will submit the specifications and the mock-up or sample to several vendors for bids.
- 7.2.5. Purchasing will review the bids and, in consultation with the department and Public Affairs, award the job to the vendor submitting the lowest bid for the specifications of the job.
- 7.2.6. Purchasing will prepare the “Contract/Delegation Purchase Order,” Standard Form 65, and distribute copies as required.
- 7.2.7. University Departments or Public Affairs will arrange for delivery of the job to the printer.

7.3. Printing Requests to be Produced by the Office of State Printing:

- 7.3.1. University Departments will consult Public Affairs and forward the completed Purchase and Campus Stores Requisition to Purchasing with the detailed specifications and the mock-up or sample attached.
- 7.3.2. Purchasing will prepare the “Printing Requisition Invoice,” Standard Form 67, and forward the job and Form 67 to the Office of State Printing.
- 7.3.3. Reprints from the Office of State Printing must carry the job number of the original order.

7.4. Printing Requests Over \$5,000.00, Non-Student Admission-Related, or Not Producible by the Office of State Printing:

- 7.4.1. University Departments will consult Public Affairs and forward the completed Purchase and Campus Stores Requisition to Purchasing with the following items attached no less than twelve (12) weeks before the material is needed.
  - a. One (1) copy of the mock-up or sample.
  - b. Complete specifications.
  - c. List of Los Angeles area vendors capable of filling the request.

- 7.4.2. Purchasing will prepare and forward to the Office of State printing the "Printing Estimate", with mock-ups or samples attached.
- 7.4.3. The Office of State Printing will approve and return the request to the University Purchasing Office. Bids will be secured by the Purchasing Office and the award will be made to the lowest qualified bidder.
- 7.4.4. University Departments may request to review the bids prior to an award through the Purchasing Office.

8.0. APPENDICES:

N/A