



UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

8.3 - Printing - Photocopying - Duplicating

COMMODITY(S): Printing - Photocopying - Duplicating

DOLLAR LIMITS: Standard limits for material purchases

- Up to \$9,999: Use best business practice
- \$10,000 to \$49,999: Contact Publications to request quotes
- \$50,000 or more: Contact Procurement to request sealed bid

APPROVALS: Budget Authority, Publications, Procurement

PROCESS/INFO: Departments should make maximum use of the University's in-house services for photocopying and duplicating, which are available through the University Print Shop located in the Center for Visual & Performing Arts Building, Room 3. There are no dollar limitations for such in-house services and payments are handled by means of an internal fund transfer.

For printing jobs that must be done by an outside vendor, departments shall make maximum use of the University's Publications Department. They facilitate production of nearly all major print publications. This department is skilled and has experienced designers and writers that enforce campus wide graphic standards that distinguish the campus as a valuable component of the UMass brand, while maintaining a unique mission. The publications team provides a full range of design, writing, editing, and production services for campus clients.

All publications that use the University's trademarks or logos or that will be used for marketing purposes must be approved by Publications.

All print jobs over \$10,000 shall be submitted to Publications, they will verify that the specifications meet University Standards and obtain the 3 quotes necessary for the purchase. It is recommended that smaller print jobs are also completed through the Publications Office.

REQUISITIONS: Requisitions for these commodities shall include as an attachment:

- Up to \$9,999: The applicable quote
- \$10,000 to \$49,999: The 3 quotes obtained for the purchase
- \$50,000 or more: Reference the appropriate bid or contract number

ACCOUNT & COMMODITY CODE(S)



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Account Code	Commodity Code	Description
734310	Printing/Copying	Printing Expenses & Supplies - Includes printing, binding, blueprinting, photography, photo developing, and copyrighting of printed material for both academic and administrative depts. For Photographic/Micrographic Services, use 761330. For the purchase of photographic film, use 734200.