Purchase of printing

All printing or publication of College material must first be approved by the Office of Public Relations (OPR) to insure that the printed material is in harmony with the graphic identity standards set for all Asbury College publications. The requisitioning department must supply their copy of the document to OPR via e-mail or CD ROM. Assistance is available for design, layout and publication procedures.

The following criteria are to be used when buying printing for Asbury College:

A. Cost
   1. Competitive price.
   2. If all criteria are equal, lowest price is the deciding factor.

B. Quality
   1. Review printer samples and contact client references.
   2. When necessary, match technical demands of job to specialty printers.

C. Working Relationship
   1. Trust and respect between printer and department.
   2. Printer’s timeliness in completing projects.
   3. Accessibility of print salesperson.
   4. Experience of printer.
   5. Availability of support services (Mail house, postage permit, type house services, etc.).

Procedure to request printing is as follows:

1. Requisitioning department prepares print project.

2. Requisitioning department sends print copy, via e-mail or CD ROM, to OPR.
   - OPR prepares specs with input from the requisitioning department.

3. Requisitioning department reviews and approves final copy of the print project.

4. OPR receives bids from printers.

5. OPR informs the requisitioning department of print project’s cost.

6. When the requisitioning department approves the print project’s cost the department will submit a completed Purchase Requisition (policy 300.7.3 and 300.7.3.1) to the Accounts Payable Office for all projects more than $1,000.00.

7. When the Accounts Payable Department receives the signed requisition a Purchase Order number will be assigned to the Purchase Requisition and Accounts Payable will notify
requisitioning department, the department will inform the OPR of the Purchase Order (PO) number.

8. OPR places the print project order with the selected vendor by providing job material with external production form and approved Purchase Order.
   • OPR notifies all involved printers of the final print job decision.

9. Requisitioning department approves invoice for payment. (Specific instructions for invoice processing and the Approval for Payment Coupon sample can found in policy 300.7.18.)