24.0 Printing Purchases

Requisitions created in eVA for printing must use the 712151 account code to allow for proper internal approvals. The purchase of printing is governed by specific printing terms unique to this commodity. Color items being printed off-campus require a written justification approved by the President’s office, or designee, prior to placing an order.

Within the departmental delegated purchasing authority, one (1) verbal or written vendor quotation may be obtained by the department prior to creating the eVA purchase requisition. The Department of Procurement and Contracts suggests that departments which choose to exercise their delegated purchasing authority obtain a written quote because of the technical aspects and complications resulting from printing trade customs.