

Auburn University Printing Policy and Procedures

These procedures, and the adherence to the minimal [Policy on Graphic Standards](#) established by the Office of Communications and Marketing (OCM), should be followed by all Auburn University employees for the procurement of printed material designed and/or initiated by the Auburn community. Following them helps ensure good stewardship of state funds in the area of publications and print material, and timely production and delivery of the material.

All Print Jobs Require Printing Approval/Exemption Form

Before designing and submitting a printed piece for approval, please review the proper usage of Auburn logos and [graphic standards](#) that are required.

All printed material must be submitted to OCM for either a print approval or exemption form. Send a PDF of the item to be printed to Pam Kirby at sanfopa@auburn.edu.

- Materials intended for an outside audience and printed by an off-campus vendor are required to obtain a "Printing Approval" prior to beginning production by submitting a PDF that follows graphic standards.
- Items intended for on-campus use only must also be submitted to OCM. This includes internal forms, signs and any printed material for on-campus distribution. A "Printing Exemption" will be issued for these materials.

A "Printing Approval" or "Printing Exemption" must be submitted to Procurement and Payment Services along with the printer's invoice/credit card reconciliation before payment can be processed.

If the project is over \$2500 and a purchase order is necessary, the purchase requisition number is needed before the approval can be issued.

For all projects, OCM requests 20 copies from vendors for our central university printing files. Occasionally, if the vendor does not send these samples, OCM may contact departments to request samples.

Printing

As a state agency, Auburn must follow regulations based on the estimated cost of a printing job. Jobs are categorized based on the cost estimate:

- Under \$2,500
- \$2,500 - \$15,000
- Over \$15,000

With the exception of jobs over \$15,000, departments may obtain quotes on their own and in most cases must use the printer with the lowest quote. To ensure graphic standards and state requirements are met, printers can't begin work on any project without written approval from OCM.

Under \$2,500

When your estimate is under \$2,500:

- Send a hardcopy of the item to OCM; OR, you can email a PDF to Pam Kirby at sanfopa@auburn.edu.
- OCM will provide you a printing approval/exemption form within three working days (assuming appropriate graphic standards are followed), which you must deliver with the job to the selected printer.

\$2,500 - \$15,000

- Complete a Banner requisition and submit estimates to PPS. Expect to receive an email from PPS with the P.O. number for the vendor, following receipt of a purchase requisition.
- Send a hardcopy of the item to OCM; OR, you can email a pdf to Pam Kirby at sanfopa@auburn.edu. The requisition number will need to be included.
- OCM will provide you a printing approval/exemption within three working days (assuming appropriate graphic standards are followed), and will copy PPS.
- Deliver the job to the printer with the OCM approval/exemption and the P.O. number.

Over \$15,000

- Complete a Banner requisition to initiate the sealed bid process required by state law for jobs costing \$15,000 and above. The process for sealed bids requires approximately 10 to 20 working days, following receipt of a purchase requisition.
- Send a hardcopy of the item to OCM; OR, you can email a PDF to Pam Kirby at sanfopa@auburn.edu. The requisition number will need to be included.
- OCM will provide you a printing approval/exemption within three working days (assuming appropriate graphic standards are followed), and will copy PPS.
- When you receive from PPS a notification of the vendor awarded the job, provide the vendor with the OCM approval form/exemption and the P.O. number that will accompany the notification from PPS.

Letterhead and Business Cards

University letterhead, envelopes and business cards are ordered online and do not require an approval form.

Go to www.officemaxworkplace.com and create a login. If you have any questions, contact Procurement and Payment Services at 844-7771.