

Northwest Missouri State University

Policy and Procedures Manual

Chapter General Administrative

Section Printing Requirements

I. Purpose

The Office of University Relations must approve all printed materials to be reproduced by commercial vendors. This procedure will promote correct and consistent usage of the University's graphic standards.

II. Policy

The Policy and Procedure for Printing Requirements (see below) was developed by the Office of University Relations and will be accepted as a University-wide policy.

The Graphic Standards Manual provides information requiring the correct usage of University logos. A copy of that manual may be acquired from University Relations by calling 562-1580.

POLICY AND PROCEDURE FOR PRINTING REQUIREMENTS

10/3/97

POLICY:

It is the policy of Northwest Missouri State University that all printing requirements be processed through and approved by the Office of University Relations.

PROCEDURE:

1. Department shall:
 - 1.1. Prepare a Purchase Requisition which shall include:
 - 1.1.1. Signature (of person authorized to sign on account)
 - 1.1.2. Date signed
 - 1.1.3. Account number and title to be charged
 - 1.1.4. Location where merchandise is to be delivered (person/building/room)
 - 1.1.5. Date required (be realistic)
 - 1.1.6. Description (ex. envelope, brochure, calendar, folder, etc.)
 - 1.1.7. Quantity
 - 1.1.8. Sample of what needs to be printed (if applicable)
 - 1.2. Deliver Purchase Requisition and Sample to the University Relations Office
 - 1.3. If you are a Department that creates your Purchase Requisitions On-Line, you shall:
 - 1.3.1. Create Purchase Requisition On-Line (Purchase Requisition will print the following working day in the Purchasing Office)
2. University Relations shall:
 - 2.1. Work with Department to determine specific printing requirement
 - 2.2. Enter on Purchase Requisition
 - 2.2.1. Contract number
 - 2.2.2. Description
 - 2.2.2.1. Specific itemization from contract

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- 2.2.2.1.1. Item #
- 2.2.2.1.2. Description (specific)
- 2.2.2.1.3. Item # cost
- 2.2.2.2. Exceptions
 - 2.2.2.2.1. When referencing a contract, changes or additions to a contract can be done as long as it does not exceed 50% of the cost. You must clearly show on the requisition, as exceptions, the changes or additions with prices quoted by the Printing company.
 - 2.2.2.2.2. If the changes or additions exceed 50% of the cost and a contract number can not be referenced, the total dollar amount of the order can not exceed \$3,000 or a telephone or written bid will need to be done by the Purchasing Department.
- 2.2.3. Quantity
- 2.2.4. Unit
- 2.2.5. Unit price
- 2.2.6. Total price
- 2.2.7. University Relations authorized signature
- 2.2.8. If order has been placed with printing vendor state so
- 2.2.9. If order has not been placed with printing vendor and there is documentation that needs go with order to vendor, attach to Purchase Requisition and state on Purchase Requisition "Attached document(s) to be sent with order to vendor"
- 2.3. Send Purchase Requisition to Accounting
- 2.4. If Department has created Purchase Requisition On-Line, sign the "Printing-Computer Authorization Approval Form" and add additional information to the approval form and send to the Purchasing Department.
- 3. Accounting shall:
 - 3.1. Encumber Purchase Requisition on line
 - 3.2. Send Purchase Requisition to Purchasing
- 4. Purchasing shall:
 - 4.1. Verify information on Purchase Requisition against referenced contract
 - 4.2. Transfer to a Purchase Order
 - 4.3. Distribute copies of Purchase Order:
 - 4.3.1. Vendor
 - 4.3.2. Purchasing
 - 4.3.3. Accounting
 - 4.3.4. Department
 - 4.3.5. Central Receiving
 - 4.4. If Department created their Purchase Requisition On-Line, do not process until University Relations has submitted the approved "Printing - Computer Authorization Approval Form" then proceed with steps 4.1 through 4.3.5.
- 5. Vendor shall:
 - 5.1. Do printing requirement
 - 5.2. Deliver printed merchandise to Central Receiving
 - 5.3. Or if Department picks up from Printer (Specifically Rush Printing)
 - 5.3.1. Department must sign a pick-up log sheet.
 - 5.3.2. Rush periodically sends log sheet to Purchasing
 - 5.3.3. Purchasing does on-line receiving of appropriate Purchase Order.
 - 5.4. Submit invoice to Accounting Department Central Receiving shall:
 - 5.5. Check merchandise in against the Central Receiving copy of the Purchase Order
 - 5.6. Give Merchandise to Movers to deliver to Department

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6. Accounting shall:
 - 6.1. Process invoice for payment
 - 6.1.1. If the invoice cost does not agree with the Purchase Order cost and it is because of the allowable printing 10% over-under run Accounting is to force the invoice.
 - 6.1.2. If the invoice cost does not agree with the Purchase Order cost and it is not because of 7.1.1, Accounting shall send copy of invoice and Purchase Order to University Relations.
 - 6.1.3. University Relations shall:
 - 6.1.3.1.1. If University Relations determines additional cost is appropriate University Relations shall notify Purchasing (with specific information as to what and how much) to do a change order to the Purchase Order
 - 6.1.3.1.1.1. University Relations shall notify Accounting that Purchasing has been notified to do a change order.
 - 6.1.3.1.2. If University Relations determines additional cost is not appropriate University Relations shall notify Vendor to issue a credit.
 - 6.1.3.1.2.1. University Relations shall notify Accounting that Vendor has been notified to issue a credit.