



Ohio Administrative Code

Rule 3337-55-35 Purchasing - printing procurement.

Effective: August 8, 2016

The version of this rule that includes live linksto associated resources is online at

<https://www.ohio.edu/policy/55-035.html>

(A) Overview

This policy establishes guidelines for the procurement of printing services to provide consistency in the design of printed pieces, to promote the best value, and to ensure compliance with the laws of the state of Ohio in regard to printing procurement.

All requests for print jobs must comply with Ohio university's graphic identity standards. A style guide describing existing standards is online at <https://www.ohio.edu/brand/>.

Further information and design assistance is available from university communications and marketing at 740-593-2200 or the printing resource center ("PRC") at 740-593-1930.

(B) Printing services

- (1) All requests for printing services will be submitted to PRC.
- (2) University stationery (letterhead, envelopes, business cards, memo pads, etc.) has been standardized. Submit all orders for such items directly to PRC.
- (3) If PRC cannot meet the department's printing specifications or timeline, PRC will route the job to an external supplier approved by university procurement services.
- (4) PRC will ensure the use of external suppliers conforms with the state's "Buy Ohio" initiative and university procurement policy.



(C) High-volume duplication

(1) When duplication exceeds the efficient use of office copiers, the work will be directed to PRC.

(2) If PRC cannot meet the department's timeline, PRC will route the job to an external supplier approved by university procurement services.

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