Printing Policy

State rules regarding purchases of printing services from external (private) vendors are very restrictive and the following applies:

- Departments do not have the authority to obtain Printing over $49.99, they must go through the Purchasing Department.
- State Mandatory Contracts or UW Printing Service Centers must be used.
- Printing over $50.00 requires a PO.
- No "best judgment process" or "best buy".
- No preferences (i.e.: minority business preference, sheltered workshop requirement).
- No request for proposal process.
- No waiver of bid process.
- If the printing requested does not fit a State or University contract, it must be bid regardless of the dollar amount of the item. Printing at all dollar levels must be bid.

Business Services Website Link to Printing Contracts: