

	<b>PURCHASING DEPARTMENT</b>  <b>FREDONIA</b> <b>STATE UNIVERSITY OF NEW YORK</b>	GUIDELINE NO: 109
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		ORIGINAL: January 2003 LAST REVISED: May 2022
		REVISION DATE: October 2023
<b>TITLE: Requisition Processing</b> <b>Printing Orders</b>		

## I. Purpose

The purpose of this guideline is to define a procedure for print orders. Note that all printing orders must be reviewed by the Marketing & Communications Design Team.

## II. Procedure

### Printing Orders

- Purchases under \$2,499 – No written quotes are required and prices should be reasonable. Departments should be prepared to support their purchase by establishing reasonableness of price or justification of the vendor.
- Purchases \$2,500 – 49,999 – Written quotes are required. Written documentation should be maintained by the campus to support both the selection of the vendor and the reasonableness of the price. Also solicitation in the New York State Contract Reporter publication quarterly ad is required.
- Purchases \$50,000 – 124,999 - A campus must solicit a minimum of three informal quotations or proposals from responsible vendors offering such commodity/services. At the campus' option and depending upon the situation, a more formal process may be used, but is not required. Solicitation in the New York State Contract Reporter publication ad is required for a minimum of 15 business days.
- Purchases over \$125,000 - A campus must solicit a minimum of five formal sealed bids or proposals from responsible vendors. Where the solicitation of sealed bids or proposals is not practical, the campus may solicit, with the written approval of the campus president or designee, a minimum of five formal written quotations. Written documentation of such approval shall be maintained by the campus. Solicitation in the New York State Contract Reporter publication ad is required for a minimum of 15 business days. Please contact Purchasing and University Services.

## III. Documentation Required for Payment

1. All printing requirements should be discussed with and approved by Creative Design, prior to contacting a printer. You may send your requests to [creative.design@fredonia.edu](mailto:creative.design@fredonia.edu).
2. All printing payment requirements must be processed through the Purchasing Department prior to commitment to vendor via the Trademarks Form.

3. On any requisitions that may require a formal bid, departments are requested to supply names and addresses of vendors they wish included on the bidder's list to University Services.
4. Departments CANNOT contract with an outside agency to obtain quotes / bids on behalf of Fredonia. New York State has developed its purchasing practices over time to ensure that the best interests of the State are served. The Office of the State Comptroller expects all State agencies and political subdivisions to follow them.

#### **IV. Source**

Purchasing and Contracting (Procurement), Document Number 7553, Effective Date January 15, 2016