TechBuy Guidelines for Entering Requisitions for Printing & Copying

The following guidelines are intended to provide assistance for individuals entering requisitions for printing in TechBuy. The Purchasing Department has made every effort to ensure that the guidelines are in compliance with university operating policies. However, in the event of conflict between these guidelines and operating policies, the operating policies shall prevail.

TTU’s Identity Guidelines were established to bring consistency and greater visibility to the marketing and communication efforts of the university. These guidelines can be downloaded at
www.depts.ttu.edu/communications/identityguidelines. Please review these standards prior to planning your requisition in order to expedite the process, as it is your responsibility to comply with the guidelines.

1. Enter a requisition using the appropriate form. Bidding rules apply so use either the Non-Catalog Form, the Non-Catalog Form for Informal Bid (between $10,000 and $30,000), or Bid/Request for Proposal Form (above $30,000), depending on the estimated cost.

   Note: TTU has contracts with the following vendors, so bid limits will not apply to these vendors:
   • Action Printing and Copy Center
   • Craftsman Printers Ltd
   • Marfield *HUB vendor
   • Parks Printing Company
   • Sir Speedy *HUB vendor
   • Slate Group
   • Staples * HUB partner of Summus Industries
   • TTU Health Sciences Center Print Shop

2. In Purchase Category, select “Printing/Printing Equip/Supplies”.

3. Scan and attach a copy of the printed material and/or artwork in External Attachments. If the artwork includes any Texas Tech licensed marks, the requisition must be approved by Communications and Marketing. (Products without seals or logos do not require Communications and Marketing’s approval.)

4. Scan and attach a copy of the quote and attach to the External Attachments.

5. If you are not using a contract vendor and your requisition is more than $10,000 and less than $30,000, scan and attach a copy of the bids to Internal Attachments.

6. Use account code 7H0026 “Printing/Reproduction Services”.

Note:
• Because each order must be evaluated individually for compliance with the visual identity requirements printing cannot be processed on standing or blanket orders with non-contract vendors without written approval from Communications and Marketing and the Director of Procurement Services attached to the requisition. Standing and blanket orders are only permitted with contracted vendors if approval is noted.

FUNDING NOTES:
• Special care must be exercised when using state funds for printing. The state has strict guidelines limiting the use of state funds (Tex. Govt. Code 2113.011). For instance, the printed materials cannot be used to publicize or direct attention to state officials or employees. If you are using state funds for printing, please email techbuy.purchasing@ttu.edu for more details prior to submitting the requisition.
• HEAF funds cannot be used for printing.
• If you are using sponsored program (SPAR) funds, be sure to check with the grant accountant prior to submitting the requisition to make sure the purchase is allowed.