

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](#) bring consistency and greater visibility to the marketing and communication efforts of the university. Please review these standards prior to planning your requisition in order to expedite the process, as it is ***the department's responsibility*** to comply with the guidelines. Refer to [OP 68.03: Visual Identity Guidelines](#)

1. Enter a requisition using the appropriate form. Bidding rules apply so use either the Non-Catalog Form, the Informal Bid Form (between \$15,000 and \$40,000), or [Solicitation Request Form](#) (above \$40,000), depending on the estimated cost.

Note: TTU has contracts with the following vendors, which will not require additional bids:

- Action Printing and Copy Center
- Craftsman Printers Ltd
- Marfield *HUB vendor
- Parks Printing Company
- Sir Speedy *HUB vendor
- Slate Group
- TTU Health Sciences Center Print Shop

2. In **Purchase Category**, select "Printing Services".
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 a contracted vendor will not be utilized and the requisition is more than \$15,000 and but than \$40,000, 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 orders without prior written approval from Communications and Marketing.
- All vehicle/truck wraps must be submitted in writing to the Vehicle Fleet Management Office (TTU - Physical Plant, MS/Box 43142). Justification for exception must be approved and signed by the applicable department head and vice president before you proceed with the requisition. Once email approval from The Fleet Management Office is received, attach to the requisition. Refer to [OP 80.01: Painting University Vehicles and Equipment](#).

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 state funds shall be used for printing, please email [TechBuy Support](#) for more details prior to submitting the requisition.*
- *HEAF funds cannot be used for printing.*
- *If utilizing sponsored program (SPAR) funds, be sure to check with the grant accountant prior to submitting the requisition to make sure the purchase is allowed.*