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Illinois University
Carbondale

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August 19, 2011

MEMO TO: Deans, Directors, Fiscal Officers

FROM: Rita Cheng, Chancellor

SUBJECT: Printing/Duplicating Restricted Purchases

This is a reminder that services provided by SIUC Printing/Duplicating Services are restricted purchases according to campus Purchasing guidelines. As a general rule, departments are expected to use Printing/Duplicating Service to meet their printing and duplicating needs. Accordingly, the use of a procurement card or purchase requisition to acquire off-campus printing/duplicating services requires the advance approval of Printing/Duplicating Service.

The University has contractual agreements with two labor unions that give these unions jurisdiction over the operation of certain equipment used in the printing and duplication of materials. Purchasing equipment that is available at SIUC Printing/Duplicating Service or that performs services offered by Printing/Duplicating, including those available from the Mailing Center, may violate these contractual agreements and is prohibited without the express prior approval of Printing/Duplicating. Please consult with Rich Bauer, Superintendent of Printing/Duplicating, if you are considering the purchase of such equipment.

Printing/Duplicating Service complies with all state printing laws. Printing/Duplicating uses recycled paper whenever possible, soybean ink and environmentally friendly chemicals, allowing it to achieve the distinction of being an Illinois Great Printer, a project endorsed by the Governor of Illinois. All printed material produced by Printing/Duplicating conforms to the University's specifications and standards.

In any instance where there is question regarding the purchase of printing/duplicating equipment and/or services, please contact Printing/Duplicating Service for clarifications.

Cc: Glenn Poshard