

DATE: May 29, 2007
TO: Executive Committee Members, Assistant Vice Presidents,
Chairs, Directors, Department Heads, Assistants to the Deans
and Vice Presidents, and Departmental Administrators
FROM: Harry S. Lynch, Jr.
Executive Vice President for Business Affairs/CFO

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SUBJECT: Procurement of Printing Services

State of Texas regulations previously required all state agencies to competitively procure all printing services regardless of the dollar amount, including copying/duplicating services and stationery.

The University of Texas System *Rules and Regulations* of the Board of Regents now delegates to each component institution the authority to acquire printing services (including copying/duplicating services and stationery) from institutional departments or purchase the goods and services from external sources. If the goods and services are purchased from external sources, the goods and services shall be purchased using the method that provides best value to the institution and in accordance with all applicable rules and regulations and policies and procedures of the institution.

The guidelines in this Bulletin are intended to serve as a summary of the UTHSCSA procurement procedures for acquiring printing and document reproduction services.

General Guidelines

UTHSCSA departments may continue to use our internal Printing Services or another State of Texas agency print shop for printing and document reproduction services. If printing and documentation services are purchased from external sources, the services shall be purchased as follows:

<u>Dollar Amount</u>	<u>Process</u>
\$0.00 to \$5,000.00	Process payment on a Local/State Voucher through the Accounting Department
\$5,000.01 to \$25,000.00	Initiate procurement, submit departmental requisition (REQ) to the Purchasing Department. A minimum of three quotes will be obtained by Purchasing
Over \$25,000.00	Initiate procurement, submit departmental requisition (REQ) to the Purchasing Department. A minimum of three written bids will be obtained by Purchasing.

Procurement Card Purchases

With this delegated authority, Procard holders may now use the procurement card to purchase printing and document reproduction services up to the individual cardholder's dollar limits not to exceed \$5,000.00.

If you have any questions regarding the procurement of printing and documentation reproduction services, please contact Vikki Foster Ross, Director of Purchasing, at 2-6201 or rossv@uthscsa.edu.

Please disseminate this information to your departmental personnel as you deem appropriate.