

OFFICE COMMUNICATIONS:  
PRINTING AND DUPLICATING

CPAA (R)

USE OF  
ELECTRONIC AND  
PRINT  
DEPARTMENT

All printing, copying, typesetting/art, or graphic visual projects required by the schools and departments must be processed through the Department of Electronic and Print Services. If the work must be produced by outside vendors, the Department of the Electronic and Print Services shall furnish the specifications for competitive bidding through the Department of Procurement and E-Commerce. Budget Managers shall be consulted for input before decisions are made regarding award of bids.

No printing shall be performed by outside vendors without prior written approval by the Department of Electronic and Print Services. This procedure shall provide assurance that the District is in compliance with state bidding laws.

ISSUED DATE:  
07/21/98

REVISED: 07/21/00