



## Ohio Administrative Code

### Rule 3337-55-35 Purchasing - printing procurement.

Effective: July 10, 2026

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The version of this rule that includes live links to associated resources is online at

<https://www.ohio.edu/policy/55-035.html>

#### (A) Overview

This policy establishes guidelines for the procurement of printing services utilizing university funds including but not limited to marketing materials, booklets, university stationary, printed course packets or tests, posters, fliers, banners, environmental graphics, and printed or embroidered apparel. This policy sets out to promote brand consistency, to achieve the best value, and to ensure compliance with university labor union contracts and the laws of the state of Ohio regarding printing procurement.

Ohio university owns and operates an on-site print shop (Ohio university printing) with commercial capabilities. OHIO printing, a unit of university communications and marketing, is the largest commercial printing operation in southeast Ohio and serves both internal and external clients. Due to the university's unique location, it is necessary to maintain an on-site printing operation to meet the ongoing printing needs of the institution. OHIO printing should always be the first-choice printer for printing needs for all university units and departments.

Printing activities exempted from this policy include:

- (1) Custom printed promotional items, excluding apparel, ordered through the university's preferred supplier agreement.
- (2) Official university transcripts, diplomas, certificates, and other official credentials produced by the office of the university registrar.
- (3) Printing activities that are explicitly a part of research or creative activity authorship.

#### (B) Process for procuring printing services

- (1) All requests for printing services should be submitted as part of a project request through university communications and marketing, through UCM's marketing services center, or directly through Ohio university printing. UCM or Ohio printing staff will assess whether the project would be most effectively and efficiently produced on site at Ohio printing or through an external vendor. Ohio printing will maintain contracts with external printing vendors as needed to supplement the capabilities of our on-site plant.



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(a) Units may not independently solicit competitive quotes from outside vendors.

(b) Units may not order printing from online printing services.

(2) On rare occasion, units may have a unique printing need that would require affiliation with a vendor not already under contract. Exceptions to number one allowing a university unit to work directly with an external vendor must be approved in writing by the vice president of university communications and marketing. Those approvals must be renewed on an annual basis.

(3) University stationery (letterhead, envelopes, business cards, etc.) has been standardized. Orders for such items may be submitted directly to Ohio printing or through the marketing services center.

(4) Ohio printing will ensure the use of external suppliers conforms with applicable state laws and university procurement policy.

(C) High-volume duplication

(1) When duplication exceeds the efficient use of office copiers, the work will be directed to PRC.

(2) UCM marketing services center will provide same-day, on-demand walk-in printing and copying services as needed to for university students, faculty and staff for volumes under five hundred copies.

(D) Large format environmental printing and signage

(1) Printing and installation of large format wall graphics, environmental signage and temporary wayfinding, building and parking signage should be ordered through Ohio university printing unless an exemption is approved through university communications and marketing, university planning or university parking and transportation.

(2) Internal and external permanent signage should follow guidance outlined in policy 42.100 and policy 37.010.

(E) Internal competition

(1) University units should not procure, own or operate printing equipment for the production of materials outlined in paragraph (A) of this policy.



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- (2) Where needs exist for unique printing equipment that would not be duplicative to equipment operated by Ohio printing, a unit may seek approval from the director of Ohio printing to procure and operate such equipment.

(F) Adherence to university brand standards and trademark

- (1) All materials printed with university funds should comply with the institution's brand standards, which can be found online at [ohio.edu/brand](http://ohio.edu/brand).
- (2) Refer to policy 31:001: external communications for guidelines related to promotion and protection of the brand and use of the trademarked university logo.

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