Printing requirements for PO’s – regardless of dollar amount:

1. All orders must use the “Service Contracts Request Form” on the front page of WOLFMART. Because of the amount of detail that is required for the purchase order a NON CATALOG item form cannot be used.

2. All orders must be processed and placed with a bona fide printer, which means, you cannot under any circumstances use a broker. They MUST own and operate the equipment used to produce what is being purchased under the terms of the purchase order.

3. All orders must get a cost comparison for the same job on 100% Post-Consumer recycled paper per Governor’s Executive Order #4. Should the 100% Post-Consumer recycled paper be cost prohibitive (i.e. more expensive), then the department must use a post-consumer recycled option that can be used the most economically.

4. All specifications for the print job must be on the purchase order - it cannot say “as per the attached quote”. So all the details of the job must appear in the body of the PO.

5. The following statement MUST appear on all print orders regardless of dollar amount: “Vendor: all artwork, negatives, mechanicals and or disks whether supplied by USB or produced by the vendor are the property of USB. These items must be returned labeled with PO# to:....... “insert name and contact info here”. Failure to comply will result in non-payment of this order. Overruns=not to exceed 5%, Underruns=none.”

6. All orders regardless of dollar amount, need to have the proper University logo, EEO and ADA statements as per guidelines established by the Office of Communications. Contact Sue Walsh in the Office of Communications at 2-6335.

Copier equipment purchase or maintenance requirements for PO’s – regardless of dollar amount:

PURCHASES

7. All orders must use the “Service Contracts Request Form” on the front page of WOLFMART. Because of the amount of detail that is required for the purchase order a NON CATALOG item form cannot be used.

8. All orders must have a written quote and that must be attached to the purchase order through internal notes.

9. All orders must have the proper state contract number attached to the purchase order.

10. All orders must have in the body of the purchase order the details of the purchase. Per quote attached is not acceptable.

11. All orders where a trade in is being processed against the purchase must have the Serial Number of the trade in in the body of the purchase order and the dollar decrease for the trade in.

12. All orders must have in the body of the purchase order Fixed Asset/Property Control.
13. All orders must identify and have in the body of the purchase order the warranty period and the terms and conditions of the warranty from the date of delivery & installation.

14. If during the warranty there is no charge for supplies, the purchase order must indicate so. If during the warranty period there is a charge for supplies usually billed per copy, those details must be in the body of the po ALONG with an estimated encumbrance for those charges to cover the warranty period.

MAINTENANCE CONTRACTS

15. All orders must use the “Service Contracts Request Form” on the front page of WOLFMART. Because of the amount of detail that is required for the purchase order a NON CATALOG item form cannot be used.

16. All orders must have a written quote and that must be attached to the purchase order through internal notes.

17. All orders must have the proper state contract number attached to the purchase order.

18. All orders must have in the body of the purchase order the details of the maintenance contract including a term date with a start and an end.

19. All orders must have the Serial Number of the machine along with the make and model in the body of the purchase order.