

0330.01 Printing and Copying Requirements and Approvals  
Issued January 6, 1997

**SUBJECT:** Printing and Copying Requirements and Approval Process.

**APPLICATION:** Executive Branch Departments and Sub-Units.

**PURPOSE:** To prescribe the requirements and approvals that must be followed for any printing or copying order, regardless of the vendor providing the service, as required by Acquisition Services Letter 121 dated June 30, 2004.

**CONTACT AGENCY:** Department of Technology, Management and Budget (DTMB)  
Agency Services/Printing Services  
7461 Crowner Drive, State Secondary Complex  
Lansing, Michigan 48913.

**TELEPHONE:** 517/322-1889

**FAX:** 517/322-5968

**POLICY:** Executive Branch Departments and Sub-units requesting printing or copying are responsible for adhering to approval procedures, regardless of the vendor that will provide the service. Approval requirements are to be determined, published and monitored by each department.

In all cases, according to state law, recycled paper must be used, if available, and if the cost does not exceed the cost of virgin paper by 10%. If the item is printed on recycled paper, a recycled logo must be used to indicate the use of recycled stock except with business cards.

**REQUIREMENTS:**

Prior to submitting a request for printing or copying to Printing Services (formerly Print and Graphic Services), Executive Departments and sub-units must develop and follow an internal approval process. The end product of this approval process will be an ADPICS Purchase Order, Requisition, Job Ticket, or Request for Service (DMB 598) that provides the authorization to complete the department request. In addition, any printing request must comply with Acquisition Services Letter 121 dated June 30, 2004.

Any print or print-related service with a cost higher than \$500 must be submitted to DTMB Printing Services unless a department-specific contract is in place. Such services include the following types of print services: bound booklets, envelopes, mail merges, brochures, forms, manuals, bulletins, interior signage, newsletters, business cards, letterhead, posters, composition/design, and copying (excluding FOIA). Print orders placed with the Department of Corrections, Michigan Service Industries (MSI) print shops are excepted from this process, provided DTMB procedures for uniform format are complied with.

All agencies should consider using an electronic means of communication when possible and when subsequent printing of the information at recipients' office printers is unlikely. Office printers generally are the most costly form of print.

Respective Department Approval:

- The following printed materials require the express approval of the department director or designee because of the visibility and cost of producing these materials. These approvals must be incorporated into each Department's approval process for all such requests submitted to Printing Services, agency contract printers or any other private print or copy providers. *Note: any print or print-related service with a cost greater than \$500 must be submitted through Printing Services unless a department-specific contract is in place.*
  - Color copying (Xerox-type equipment used in Rapid Copy Centers or external vendors such as Kinkos).
  - Printing (using a printing press or similar device) requiring 2 or more colors of ink. This does not apply to permits, licenses and certificates required by state regulations.
  - Annual Reports.
  - Newsletters.
  - Printing projects that include silk-screened folders or binders, die-cut folder or covers, holograms, foil printing, embossing, or engraving.
  - Business Cards (only for employees whose job description includes regular interface with the public).
  - Pamphlets.
  - Brochures.
  - Books.
  - Reports.
- Standard Processing (authorized signature on the order):
  - All remaining printing requests produced in single color may be processed without the approval of the department director or designee on each request. Such publications should be approved using the internal approval process that each Department shall determine. Examples in this category include:
    - Training Materials
    - Bulletins
    - Letterhead/Paper
    - Envelopes (Envelopes should be printed in black ink only.)
    - Posters
    - Postcards
    - Informational Flyers
    - Signs
    - Directories
    - Standards
    - Maps (single-color or multiple-colors)
    - Forms (1- or 2-color)
    - Reports required by law that are paid for totally by private funds

Other Information:

- All print or copy requests that will result in a mailing should be designed to take advantage of postal discounts. A design review and guidance service is available free through DTMB Mailing Services.

- All print or copy requests that will result in warehousing or internal storage costs should take into consideration electronic storage, Print on Demand and Just-in-time options available through Printing Services.
- In all cases, recycled paper must be used, if available, and if the cost does not exceed the cost of virgin paper by more than 10 percent. A recycled logo must be used to indicate the use of recycled stock, except in the case of business cards.
- In compliance with the provisions of Title I and Title II of the Americans with Disabilities Act and Executive Order Number 2004-31, the following statement regarding alternate formats shall be included on all State of Michigan printed materials: "In accordance with Michigan Law and ADA requirements, an alternate format of this printed material may be obtained by contacting (State of Michigan Department phone number)."
- Agencies may have printers' union bugs added to publications upon request.
- Questions regarding approvals or printing and copying request should be directed to a printing consultant at (517) 322-1889. Concerns regarding this guideline or service levels should be directed to the Printing Services Manager at (517) 322-6764.

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