

0330.01 Printing and Copying Requirements and Approvals

Issued: January 6, 1997
Revised: April 3, 2013

PURPOSE

To prescribe the requirements and approvals for any printing or copying order as required by Administrative Guide Procedure 0510.45.

APPLICATION

Executive Branch Departments and Sub-Units.

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
Office of Support Services (OSS)
Logistics and Operations Support (LOS)
Printing Services
7461 Crouner Drive
State Secondary Complex
Lansing, MI 48913

Telephone: 517-322-1889

Fax: 517-322-5968

SUMMARY

Executive Branch Departments and Sub-units requesting printing or copying are responsible for adhering to established approval procedures, regardless of the vendor providing the service.

State law requires the use of recycled paper if available and if the cost does not exceed the cost of virgin paper by 10%.

APPLICABLE FORMS

DTMB-0598 Request for Service

[DTMB On-line Print](http://printandmail.state.mi.us/DSF/SmartStore.aspx?6xni2of2cF1plzHISCD2SzrGHP2sPD5GMLrcbyqYGvGR62c8aRrR1CPOXQobIVb8#!/Storefront) (<http://printandmail.state.mi.us/DSF/SmartStore.aspx?6xni2of2cF1plzHISCD2SzrGHP2sPD5GMLrcbyqYGvGR62c8aRrR1CPOXQobIVb8#!/Storefront>)

For a complete list of printing services and information go to the [DTMB Printing Services](http://www.michigan.gov/dtmb/0,5552,7-150-9141_24336---,00.html) website (http://www.michigan.gov/dtmb/0,5552,7-150-9141_24336---,00.html).

Requirements

- Printing Services offers a wide range of design, printing and related services. Agencies should go to www.michigan.gov/printandmail for details and information on how to place an order. Consultants are available to assist agencies in pre-planning, project layout, and determining the optimal print method.
- To utilize the DTMB Printing Services Online Order System, go to [DTMB Online Print](http://www.dtmbservices.com) (<http://printandmail.state.mi.us/DSF/SmartStore.aspx?6xni2of2cF1plzHISCD2SzrGHP2sPD5GMLrbyqYGvGR62c8aRrR1CPOXQobIVb8#!/Storefront>).
- Any print or print-related service with a cost higher than \$750 must be submitted to DTMB Printing Services unless a department-specific contract is in place.
- FOIA requests that cannot be handled by Printing Services are exempt.
- Print orders placed with the Department of Corrections, Michigan State Industries (MSI) print shops are exempt from this process, provided orders comply with DTMB procedures for uniform formats.
- All printing requests must comply with Administrative Guide Procedure 0510.45.
- Users must submit the appropriate ADPICS Purchase Order, Requisition, Job Ticket, or Request for Service (DTMB-0598) to make the printing request.
- 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, with the exception of business cards and letterhead.
- In compliance with the provisions of Title I and Title II of the Americans with Disabilities Act the following statement regarding alternate formats shall be included on all state of Michigan printed materials: "In accordance with Michigan Law and the Americans with Disabilities Act requirements, an alternate format of this printed material may be obtained by contacting: (state of Michigan department/agency name and mailing address, contact person's name or title, telephone number and email address)."

Other Information

- All print or copy requests which will ultimately be mailed should be designed to take advantage of postal discounts. A design review and guidance service is available through DTMB Mail & Delivery Services.
- To avoid warehousing or internal storage costs, utilization of electronic storage, Print on Demand, and Just-in-time options available through Printing Services should be considered.
