

0510.45 Purchase of Printing Services – Pre-Award

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PURPOSE

To prescribe the policies by which Executive Branch Departments shall procure printing services.

APPLICATION

Executive Branch Departments and Sub-units.

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
Central Procurement Services (CPS)

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SUMMARY

To maximize the use of equipment owned by the state, delegated purchasing authority for all printing projects is \$750.00. For a list of the types of print services included, see Administrative Guide 0330.01 Printing and Copying Requirements and Approvals.

All printing projects exceeding \$750.00 (except Department of Corrections, Michigan State Industries projects) must be submitted to DTMB Printing Services (“Printing Services”). Printing Services is charged with managing projects between \$750.00 and \$500,000. See Administrative Guide 0330.01 Printing and Copying Requirements and Approvals for policies, procedures, requirements, and approvals for procurement of printing services.

DTMB CPS is charged with procuring printing services over \$500,000. Such purchases are governed by the Michigan Procurement Policy Manual (MPPM).

All procurements under this Administrative Guide are subject to review and audit by DTMB CPS. Violations by departments may result in the loss of delegated authority.

REFERENCES

[Administrative Guide to State Government](#) Policies and Procedures

[Administrative Guide Procedure 0330.01 Printing and Copying Requirements and Approvals](#)

[Michigan Procurement Policy Manual](#) (MPPM)

AUTHORITY

[Public Act 431 of 1984](#), as amended (governing authority)
