



## How Do I Buy or Handle... *Printing Services*

### **Description of Purchase Process:**

Virginia Tech has access to printing services contracts with locally owned, state-wide, and nation-wide vendors. All vendors have agreed to adhere to the brand standard requirements of the University. View the complete listing of contracted vendors offering printing services on [Procurement's website](#).

Departments should work directly with the desired contracted vendor to obtain a quote and estimated cost. When the department is ready to move forward with the purchase, a non-catalog requisition should be entered in to HokieMart.

### **For Departments Wishing to Utilize the University Bulk Mailing Permit for Large Mailings**

You can request any of the contracted printing companies to utilize the Bulk Mail VT permit, but you (the department) need to maintain the below items for audit purposes (by USPS) and email a copy of them to [bulkmail@vt.edu](mailto:bulkmail@vt.edu) each time you utilize the permit.

- Copy of the printing invoice
- Copy of the invoice showing the usage of the permit and amount
- Digital copy of the item created

Ultimately if VT's permit is used improperly, the department requesting the service would be responsible and/or it might impact a vendors approval from VT.

### **For more information contact:**

- Procurement 540-231-6221
- Or [hokiemart@vt.edu](mailto:hokiemart@vt.edu)