



PRINTING GUIDELINES

There are three ways that Agency personnel can procure printing:

- 1. Delegation Order** - In order for a State Agency to competitively bid its own printing, the agency must have a delegation order from the State Procurement Director. This requires that Agency Personnel be trained by OSP. Once the training is completed, a delegation order from the OSP Director will be given and the authorized threshold will be specified. Inquiries about obtaining a delegation order should be sent to any OSP printing buyer.
- 2. State Agency Print Shops** - Agencies may use one of the state operated print shops. If an agency is using one of the state print shops it is recommended that a price comparison be done between two or more state print shops. A list of state operated prints shops is available from any OSP printing buyer.
- 3. Office of State Procurement** - Purchase requests are sent to the Office of State Procurement. If an Agency has a delegation order, all requisitions greater than the threshold must be sent to OSP.