

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
BUSINESS PROCEDURES MANUAL

Procedure 4.16  
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Effective Date: September 15, 2009

Supersedes: Business Procedure 4.16 dated November 15, 2002

Applies To: Colleges and the System Office

Procedure Responsibility: KCTCS Purchasing

## **Printing Contracts**

### **Sections:**

Section 4.16.1 – General

Section 4.16.2 – Classes of Printing

Section 4.16.3 – Duplicating

### **Section 4.16.1 – General**

- A. As provided by KRS 57.041 and Commonwealth of Kentucky policy, all contracts for printing services must be awarded by competitive bid and signed by the Governor of the Commonwealth of Kentucky. Therefore, in order to assure compliance with this statute, requests for all printing services must be submitted to the KCTCS Purchasing on a KCTCS requisition. Any printing services not provided by a state agency or included on an existing KCTCS, Commonwealth of Kentucky, or university printing price contract will be awarded by competitive bid.
1. Requisitions for printing of all kinds shall be submitted to the Purchasing Department for processing in accordance with Business Procedure 4.3.
  2. Titles to plates, artwork, negatives, etc., shall be in KCTCS's name. Each such item shall be returned, upon request, to the appropriate College.
  3. Pursuant to KRS 57.041 and KRS 45A, no printing shall be purchased or paid by imprest cash or small purchase procedure.
  4. No invoice for printing shall be processed for payment until it has been approved by KCTCS Purchasing in accordance with the contract and entered as received and approved for payment by the ordering College. (KRS Chapter 42,023, KRS Chapter 45A, KRS Chapter 57)
- B. No printing shall be purchased by any unit of KCTCS other than as stated in this procedure.

**Section 4.16.2 – Classes of Printing (Reference KRS 57.011)**

- A. First-class printing is the printing of all bills for the General Assembly together with such matters as are ordered by either or both houses to be printed in bill form and the printing and binding of the journals of the two (2) houses, printing, and binding of the volumes of public documents and of the general and local laws and joint resolutions; the printing and binding of all reports, documents, and other matters bound in book or pamphlet form and all miscellaneous printing and binding necessary for the several documents not otherwise provided for in KRS 57.011 to 57.151.
- B. Second-class printing is lithographic or offset printing and engraving and embossing.

**Section 4.16.3 – Duplicating**

Duplicating by means of a xerographic or similar process is not covered by this procedure. See Business Procedures 4.2 (Procurement Card) and 4.3 (Requisitioning) for additional information.

**End of procedure**