1. Purpose
The purpose of this regulation is to provide guidance for printing and duplicating documents.

2. Scope
This regulation applies to all faculty and staff procuring goods and services.

3. Printing and Duplicating (Pamphlets, Publications, Forms, Labels, Engraving, Binding)
3.1 The State of NC allows for the use of state facilities or by seeking competitive proposals in the open market to acquire printing/duplicating services.

4. Cost of Service
4.1 $10,000 or greater: requires posting to State IPS (Interactive Purchasing System)
4.2 $5,000 – $9,999: requires three quotes on the NCCU Quote form
4.3 $1 - $4,999: does not require quotes, but is preferable.

5. On-Campus Printing/Duplicating
5.1 Business and Auxiliary Services provides comparable services, NCCU Central Graphics.