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.