

How To Buy: Printing

COMMODITY DESCRIPTION

This commodity includes copying, bindery & finishing, printing, color copies, copyright clearance, paper, campus mail envelopes, CWRUNotes

PROCUREMENT OPTIONS & PROCEDURES

<i>If your total purchase is:</i>	<i>Then use:</i>
<i>\$1,500 or less</i>	
<i>Above \$1,500</i>	
<i>In order to obtain:</i>	<i>Your purchasing agent needs:</i>
<i>Goods or Services \$2,500 but less than \$25,000</i>	<i>a Peoplesoft eProcurement Requisition plus any Price Reasonableness documentation</i>
<i>Goods or Services \$25,000 and above</i>	<i>a Peoplesoft eProcurement Requisition and any formal quotations via Invitation for Bids or Requests for Proposals, or a Single/Sole Source Justification</i>

CONTACT FOR THIS COMMODITY

Printing Services

Business Office

Thwing Center A21
(next to Student Community Service)
Phone: (216) 368-2550
FAX: (216) 368-1250

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