



August 17, 2015

TO: UAA Community
FROM: Bill Spindle, Vice Chancellor for Administrative Services
RE: Update to UAA Procurement Card Usage Restrictions

A handwritten signature in black ink, appearing to read 'Bill Spindle', is written over the printed name in the 'FROM' field.

Effective October 1, 2015, the UAA Procurement card will not be authorized for the purchase of copy or printing services other than with the UAA Copy & Print Center (General Support Services). Copy/print services, with vendors other than the UAA Copy & Print Center will be considered prohibited purchases, subject to review as deemed appropriate by the UAA Procurement Card Program Administrator.

Our UAA Copy & Print Center services include digital color and black/white printing, large format, a variety of finishing/binding services, and graphic design services. Online ordering through a digital storefront will be implemented within the next few months. Additional in house services such as perfect binding and large format options for vinyl banner/scrim, self-adhesive and cling vinyl, textiles, and backlit display will be available in fall 2015. Keep in mind that the more business we provide in support of our in-plant, the lower they can adjust their annual rates as a recharge center based on that consistent volume.

The UAA Copy & Print Center will be permitted to outsource projects that cannot be completed in-house, seeking the best pricing and quality for the UAA customer, and ensuring that UAA image system standards are met. The usual turnaround time for the Copy Center on simple projects is 2 business days. Additional lead time may be required depending on the complexity of the job and other works in progress. Please note that the printing of promotional items such as mugs, pens, etc. are excluded from this policy.

It is understood that departments may, on occasion, have an urgent need for materials when the UAA Copy & Print Center is not open (evenings and weekends) and shall provide a written explanation for an exception to policy that must clearly present (1) project urgency (2) business need and (3) why the UAA Copy & Print Center cannot do the work. If you have questions regarding a specific planned purchase and whether it would fall under this category, please contact Theresa Traw, Procurement Card Program Administrator, at 786-6512 or ttraw@uaa.alaska.edu.