



Superintendent's Circular

School Year 2011-2012

NUMBER:
FIN-17

DATE:
September 1, 2011

BPS GUIDELINES FOR OBTAINING PRINTING SERVICES

The City of Boston has conducted a competitive bid process to secure commonly ordered printed items. All City Departments, including the BPS must adhere to the following procedures when ordering printing services

To initiate the process, you must enter a requisition into the financial system. When creating a requisition be sure to use the correct vendor for each corresponding item, use category code "S9145" and enter "013094" in the field for the buyer. Acceptable account codes for printing are 52901, 53801, 53802, and 53909.

Once the requisition has been successfully budget-checked, print a copy of the requisition and forward it to the Purchasing Department along with a sample of the item to be printed. The Purchasing Department will then forward a purchase order along with the sample item to the printer.

ITEM	COST	VEND #	VENDOR NAME
Letterhead	\$85/1000 sheets	439	Sir Speedy Printing
Business Cards	\$42/500 cards	439	Sir Speedy Printing
Memo Pads	\$95/25 pads/100 sheets	439	Sir Speedy Printing
# 10 White Envelopes	\$95/1000 envelopes	439	Sir Speedy Printing

If you wish to procure printing services for items that do not appear on the above schedule, please contact the Purchasing Section of the Business Office and we will assist you in fulfilling you needs.

Do not engage the services of a printing vendor without the benefit of a purchase order.

For more information about this circular, contact:

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Carol R. Johnson, Superintendent