To: P1 and P2’s

From: Jerri Cole, Procurement Services

Re: Print Related Account Code Changes Effective January 1, 2013

Date: December 13, 2012

As a result of an Operational Efficiencies Program on Print Management, Boston College is expanding the PeopleSoft Financial account codes assigned to PRINT to better identify costs related to printing.

Purchases of print related services on requisitions and vouchers will need to be broken down into the following new account codes:

- 68303 Print Design
- 68304 Print Fulfillment (mailing house services but not postage)
- 68305 Print Major Publications >$5k (formerly print => $5k)
- 68306 Print Minor Printings <$5k (formerly print <$5K)
- 68307 Print Postage (USPS charges)

The following accounts will no longer be used:

- 68301 Print and Reproduction <Jan 13
- 68302 Print Catalog Bulletins <Jan 13

For funds 1xx, 3xx, and 500, these new accounts will roll up to the Printing parent account (68300), so budget transfers to realign print funding will not be required. If funding for print design or print related postage resides in other accounts, such as independent services (68390) or postage (64001 or 68015), you will need to transfer these funds into the print parent account (68300).

Effective January 2013, the cost of design, print, mailing services, and postage will need to be entered as individual lines on the requisition as bids will now identify this information separately. Vendors are being notified of this requirement for bids and invoices as well. We have structured the accounts with related print categories so that, when using multiple categories on the requisition, the lines will remain as one order. (Multiple categories per order, however, should only be used on print related requisitions.) Procurement Services will be in touch with departments regarding any open purchase orders which may need to be realigned. Most orders processed between June and December of 2012 will be allowed to complete processing using the old account structure. However, all new orders that try to utilize 68301 or 68302 will be denied and users will be asked to reprocess using the new account codes.

It is our hope that, by adding these additional account codes, the University will have a clearer definition of the costs associated with printing and be better able to identify where savings may be obtained.

Your help in making this change is appreciated. If you have any questions regarding use of the new accounts, please contact Jerri Cole, in Procurement Services, at jerri@bc.edu.