Through the ongoing operational efficiencies project, a University committee examined Boston College’s print purchasing processes and expenses. The study revealed that collectively, we spend more than $3.5M on printing and related costs and support more than 150 print suppliers. The print management committee, consisting of representatives from many areas of the University, was asked to closely examine our print processes and form a policy that allows the University to operate more effectively and preserve consistency in printed publications.

This committee has worked over the past year to review print purchasing procedures and suppliers and has established the following University-wide print management standards to improve our buying position and preserve our brand.

As a new strategy, all print projects should be initially reviewed to determine whether they can instead be done with e-mail, social media, or other non-print applications.

If a project needs to be printed, the print committee has identified a select group of printers who will meet most printing needs of the University. You must choose from the approved printer list for any print project paid for with University funds.

The printers included in this program have been through a vetting process and are familiar with the terms and conditions of providing print for the University. They have signed the Boston College Privacy and Security document to ensure the confidentiality of our data.

If the listed printers cannot meet your needs, please complete the Print Management Exception Request Form and send it to your PI representative so that we can quickly determine how to meet your needs.

The list of approved printers, the print management committee contacts, and the exception request form are online at www.bc.edu/printmanagement. Contact your print management committee member, or Jerri Cole or Cecilia McClay in Procurement Services, at 617-552-3055 if you have any questions regarding the print program or need assistance selecting a printer or designer.

A few notes about ongoing print order policies:

- Eagle Print is the contracted supplier for all standard University stationery, business cards, and envelopes. www.bc.edu/eagleprint
- Only orders by approved printers, under $5000, can be charged to your P-card.
- Orders $5000 or more must be competitively bid by Procurement Services and issued a Purchase Order.
- Orders requiring separate services—such as design, mailing fulfillment, or postage—should be placed using a requisition in order to direct the charges to the appropriate accounts.
- The Boston College Graphic Identity System provides an easily recognizable, standardized look to University materials. The approved printers are familiar with the system and will review projects to make sure they comply with Boston College graphic standards. Visit www.bc.edu/omc for more information on the Graphic Identity System.