UW Colleges Print Guide

Printing and copying for UW Colleges, its campuses and the state of Wisconsin is governed by Chapter 35 of the Wisconsin Statutes. Law specifically regarding printing is also found in Article IV, Section 25 of the State Constitution of the Wisconsin Statutes.

All printing by state agencies, including UW Colleges and campuses must be performed by state-approved print vendors.

Exemption

One exemption to state printing law is for a single printing job which may be printed at a cost less than $50.

General Guidelines

- For jobs over $49.99, faculty and staff must use state-approved print vendors.
- To identify a list of approved print vendors, you may establish an account with VendorNet.
- State-approved vendors used by UW Colleges administration and campuses include but are not limited to:
  - DoIT – Digital Publishing and Printing Services (DPPS)
  - Badger State Industries
  - Other UW-Four Year Campuses – Several other UW comprehensive campuses have print shops available. Some also provide graphic design services. Contact a campus near you for additional information or a quote.
- On Campus Options – Some UW Colleges campuses have color printers that may be available for certain print jobs. Consult with campus personnel for additional information.
- All Wisconsin state agencies – including UW Colleges and our campuses - must maintain a yearly print log. This report must include: all tax dollars, GPR money, federal grants put into a state account, or other funding sources that paid for printing of any kind. Project descriptions, bids, contacts and all inter-agency purchases must also be included. Each campus is responsible for maintaining its own print log. A print log is available on the UW Colleges marketing resources website.