



FLORIDA STATE UNIVERSITY

**BUYER'S GUIDE
TO
Offset Printing**

Goods or Services: Offset Printing Requests	Department to contact to obtain price quotes or solicitations: Purchasing Services
Campus Address: A1400 University Center; MC: 2370	Website: www.purchasing.fsu.edu
Contact: Phyllis Sullivan, Purchasing Specialist	Phone: 644-6850 (main) or 644-9726 (direct)
E-Mail: pwsullivan@admin.fsu.edu	Fax: 644-8921
Alternate Contact: Geneva Miller, Purchasing Specialist (Back-up)	Phone: 644-6850 (main) or 644-9723 (direct)
E-Mail: gamiller@admin.fsu.edu	Fax: 644-8921
Procure to Pay Team: Purchasing: Phyllis Sullivan (pwsullivan@admin.fsu.edu) Accounts Payable: accountspayable@admin.fsu.edu	
How to order: Offset printing requests will be processed by Purchasing Services. Departments should enter an OMNI requisition with a complete description of the print job in the description and submit all printing specifications to Phyllis Sullivan. Job specifications regarding the project requirement is necessary to provide a price quote and time frame before production starts. Offset printing jobs valued at \$6,000 or more will be subject to competitive pricing through the Purchasing solicitation process.	
Notes: Voice and Visual System - Guides language and appearance for all communications from the University: http://visualsystem.fsu.edu/	
SUMMARY SHEET #: 1 of 1	UPDATED: 2011.09.08