MEMORANDUM

TO: EWU Departments
FROM: Purchasing Department
DATE: July 17, 2009
SUBJECT: Requisitions issued for Print Jobs

Before a purchase requisition is submitted, you must first obtain written approval for all print jobs from Bruce Armstrong, Manager of Eagle Printing & Creative Services. Bruce will review all print jobs and sign off on the request. Please provide Purchase with the written approval from Bruce (or designee) from Eagle Printing. Once we receive the written approval, a Purchase Order (PO) can be processed.

Bruce wants all printing jobs reviewed for two reasons.

• To keep abreast of customer/campus needs; and
• To ensure that the work being done off campus is work that his employees cannot do, or will not do.

Bruce has advised the Purchasing Office that under the current and future contract with the union, work that has been done by union employees must stay on campus and must be done by union members. We cannot contract out work that can be done on campus.

In summary, any printing projects that will be completed off campus require pre-approval by Eagle Printing. Questions concerning printing projects may be directed to Bruce Armstrong @ (509) 359-4323. For all purchase requisitions, we are asking you to obtain his written approval for print jobs before a purchase requisition is to be processed by Purchasing.