



**John S. Richard**  
Director

**Brad Henry**  
Governor

STATE OF OKLAHOMA  
DEPARTMENT OF CENTRAL SERVICES

March 7, 2007

RE: Acquisitions of Printing for Non-Promotional Items vs. Promotional Items

To: All CPO's  
FROM: Betty Cairns, State Purchasing Director

State Agencies acquiring printing and duplicating services for **non-promotional** items may do so through one of the following methods:

1. Use of their own or leased equipment
2. Central Printing Division, Department of Central Services  
Or  
State Use Vendors (Must meet the fair market value or below)
3. Competitive bidding in accordance with the Central Purchasing Act, Promulgated rules, and the agency's internal purchasing procedures, with solicitation notice to include, Oklahoma Correctional Industries (OCI).

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If you have any questions concerning printing, please contact Marti Sawyer at 405/522-3367 or by email at [Marti\\_Sawyer@dcs.state.ok.us](mailto:Marti_Sawyer@dcs.state.ok.us).