



Policy Chapter: Chapter 4 Administration

Policy Number and Title: 04.022 Printing Services and Merchandise Purchases

I. Policy Statement

The University of North Texas (UNT) maintains an in-house, full-service graphics department, Printing and Distribution Solutions (PDS), dedicated to providing efficient, cost-effective design, printing, and bindery services for the campus community. All UNT departments, schools, and colleges must practice sound financial stewardship and keep university funds within the university while also promoting greater brand compliance and quality assurance. This policy is intended to assist in the centralization of spending, quality control, brand consistency, and alignment with UNT procurement guidelines.

II. Application of Policy

All University.

III. Policy Definitions

A. Merchandise Purchase

“Merchandise Purchase,” in this policy, means the procurement of products including, but not limited to, apparel and promotional items.

IV. Policy Responsibilities

B. Procurement of Print and Copy Services and Merchandise Purchases

All university entities must direct any and all requests for printing and copying or Merchandise Purchases to PDS as the first step of the procurement process. Acquisition of all printing and copying and branded Merchandise Purchases is subject to the laws and regulations of the State of Texas and the policies of the UNT.

All proposed printing and Merchandise Purchases must be provided to PDS prior to production for review of specifications and artwork for branding compliance and technical accuracy. PDS will also assess feasibility of in-house production of all requests through the review process. PDS will serve as liaison between the customer department and producing vendor to assure bid specifications have been faithfully executed and delivery times and budgets are maintained.

C. PDS Right of First Refusal (ROFR) and External Vendors

All UNT entities must offer PDS the first right of refusal for any and all print and copy services and Merchandise Purchases. The Director of PDS reserves the right to procure off-campus printing services and Merchandise Purchases when cost effective or necessary.

When project specifications require external vendor bids, the Purchasing office will issue RFP’s and open bids upon the specified date. More information on the bidding process may be found at the [UNT System Procurement](#) web site.

1. Print and Copy Services and Merchandise Purchases

All printing and copying services produced by external vendors must be approved in advance by the Director of PDS. UNT entities are prohibited from using university purchasing cards to purchase printing or copying services, except by permission of Purchasing and Payment Services (PPS) in collaboration with PDS.

In the case of Merchandise Purchases, if PDS is unable to source or produce the requested merchandise in-house, PDS will recommend seeking an external vendor licensed to manufacture branded merchandise. External vendors for merchandise may only be utilized with a waiver granted by PDS which states that the request cannot be fulfilled internally.

2. ROFR Bypass

All requests to bypass the ROFR must be approved in advance by the director of PDS or designee. Requests must include documentation justifying the need for an external vendor.

V. Resources/Forms/Tools

[UNT System Procurement](#)

VI. References and Cross-References

[UNT Policy 04.019, Institutional Brand Identity](#)

VII. Revision History

Policy Contact:	Director, Creative Project Management
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