

# RESTRICTED PURCHASES

**Purchases for printing/duplicating materials are restricted purchases. In the event a job cannot be done at Printing/Duplicating, and payment will be by P-Card or Direct Invoice, please follow the procedures on this form before work is started.**

- Prevailing Wage Act section signed by vendor.
- Request form filled out and signed by department fiscal officer.
- Submit completed form by email [siu.printing@siu.edu](mailto:siu.printing@siu.edu) or fax 618/453-1643.
- Request will be emailed or faxed back to department with approval or non-approval. Keep record for fiscal officer, accountant or P-Card Manager.

## APPLICABLE STATUTES

### PREVAILING WAGE ACT

*The University abides by state purchasing laws affecting prevailing wages and ink and paper requirements.*

Southern Illinois University requires compliance with the Prevailing Wage Act. By accepting a printing order from the university, vendor certifies that wages to be paid to its employees who are to produce the requested printing are no less, and fringe benefits and working conditions are no less favorable than those prevailing in the locality where the printing order originated.

### ENVIRONMENTALLY PREFERABLE

Per the [Illinois Procurement Code \(30 ILCS 500/45-26\)](#), State agencies are required to use environmentally preferable services and supplies to the maximum extent feasible.

### STATE AGENCY PRINTING

In compliance with [Illinois Procurement Code \(30 ILCS 500/20-105\)](#), books, pamphlets, documents, and reports published using state funds will require the following statement:

***“Printed by the authority of the State of Illinois,” publication date, number printed and printing order number.***

In order to insure that SIU Carbondale is in compliance, the printer must provide one copy of the final printed piece to SIU Printing & Duplicating Services, Mail Code 6733, Southern Illinois University, 210 Physical Plant Drive, Carbondale, Illinois 62901.

\_\_\_\_\_  
 Vendor Signature

\_\_\_\_\_  
 Date

***By signing the vendor agrees to abide by the prevailing wage act stated above.***

## REQUEST FORM

Submit completed form by email [siu.printing@siu.edu](mailto:siu.printing@siu.edu) or fax 618/453-1643 for approval. Maintain approved form for your records.

Date	Quantity	Price	<b><i>Include written estimate from vendor with specs</i></b>	
Job Description				
Vendor				
Department				
Contact person				
Phone	Fax	Method of payment	P-Card	Direct invoice
Fiscal Officer Signature		Date		
Approved by PD		Date		
Reason (for use by Printing/Duplicating only)				