



- Vendor-signed Prevailing Wage Act section.
- Request form completed and signed by department fiscal officer.
- [Submit form via email](#). Approval or denial will be returned by email.
- Retain for fiscal officer, accountant, or P-Card manager records.

## RESTRICTED PURCHASES

Printing and duplicating materials are restricted purchases. If a job cannot be completed by Printing/Duplicating and will be paid by P-Card or direct invoice, the procedures on this form must be followed before work begins.

### 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

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

#### 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) |          |                   |   |                |