American Printing

American Printing is to be used solely for the purpose of ordering paper and certain office supplies. You can also order printed items such as business cards, letterhead and envelopes.

To become a buyer for American Printing, please send an email to purchase@bard.edu with the following information:

1. Name
2. Email
3. Department name
4. Office location

Once you receive an email from them, you will be ready to log in.

The website is www.amerprint.com

Log in with your Bard email and password.

Important:

**** The order must be over $50.00 in order to ship.**

**** If you need a case of paper, the item number is APO41166.** The cost is covered by the college and will not be charged out of your budget. This 30% recycled 8 ½ x 11" paper is the only one funded by Bard. If your order includes only paper, you will still need to add your own budget number in the field. The invoice will be adjusted when it arrives at Bard and your department will not be charged.

Check-out:

Once you have added all the items to your cart, go to check-out (top right side). This takes you to the **Edit Order Detail** page.

Fill in your name in the **Attention** field.

In the Purchase Orders **Account number** field, fill in your budget account number.

In the **Purchase Order #** field, fill in the date as MMDDYY.

Click the blue button on the right, which is labeled **Update changes.**

This takes you to the **Review Order Details** page.

Review all the fields to ensure accuracy.

Click the orange **Place order** button to submit.