

STATE OF MISSISSIPPI DEPARTMENT OF EDUCATION	TOPIC: PRINTING	
EMPLOYEE PROCEDURES MANUAL	<u>SECTION 15.0</u>	<u>PAGE 1 OF 1</u>
	<u>EFFECTIVE DATE:</u>	<u>MAY 1, 2000</u>
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PRINTING SERVICES

Printing jobs which involve less than 10,000 total copies (black ink copies) should be made by the operator located in the Central Receiving/Mail Room. A job is defined as copying one (1) or more originals (one side only). One sheet of paper printed on both sides is equal to two (2) originals which are collated as a single unit. A Work Order for Printing Services form should be utilized when requesting this service. There are few options available for material to be copied as is noted on the form. The Print Shop staff can provide the Work Order for Printing Services form.

Small printing jobs consisting of less than 500 copies should be made within each office utilizing the office copier.

Offices should adhere to the following timelines when submitting a printing order:

- 500 - 2,500 copies require a minimum of one day notice.
- 2,501 - 10,000 copies require a minimum of three days notice.

The requesting office should contact the Print Shop Supervisor, located in the Central Receiving/Mail Room, for jobs in excess of 10,000 copies. The Print Shop Supervisor will determine if the job can be performed by the Print Shop or by an outside vendor. If it is determined that an outside vendor should provide the service, the request for printing should be forwarded to the Purchasing Division (Purchasing) of the Office of Accounting (Accounting). All outside printing jobs require quotes or advertising and therefore, must be handled by Purchasing.

EXTERNAL REQUESTS

Other state agencies, organizations, and individuals often request the services of the Department's print shop. The departmental requests will be given priority over all these type of requests. External requests will be considered based on the availability of manpower, equipment use, supply cost and time factors involved. The Department must have a cooperative agreement with the requesting entity or individual or it will be necessary to establish a charge for the materials and/or services. All external requests for services and provisions concerning the requests must be approved by the Director of Accounting.