Area: Fiscal Systems

Subject: FS17 - Request For Printing

Reference:

Policy: Requests for Printing are generated by Program Manager, Center Supervisor, Administrative Assistants, Program Support Secretary or Receptionist. Originator completes form and attaches document (or copies of document) to be printed. (Note: Printing will do the math i.e., ½ sheet want 2000, put 2000 and not 1000.)

Procedure:

1. If printing is to be done in the basement at Quick Copy, it must be noted on the upper right hand corner of the print request.
    a. If print request is for new form or replacement of existing form, indicate appropriately at top of form and highlight
2. Completed Print Request, with attachments, is given to Administrative Assistant II and then are forwarded to Senior Data Technician for account number.
    a. Documents are returned to the originator for signature
    b. If originator does not have signature rights, document is given to Administrative Assistant II to obtain Director's signature
3. Signed requests are given to Receptionist for processing through Graphics Department.
    a. Receptionist logs print request via Microsoft Outlook calendar
4. File goldenrod copy of Print Request by due date. Send documents along with Print Request to Graphics.
    a. If job is needed the same day as request is submitted, it is necessary to call Graphics ahead of time to inform them that job is being processed
    b. Staff member will take job to Graphics as soon as possible

Supervised by: Director II, Director I, Division Management Staff

Performed by: Division Staff

Forms needed: Request for Printing

Frequency: Ongoing