



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5605

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CATEGORY: **Support Services, Communications**

EFFECTIVE: **11-13-62**

SUBJECT: **Printing Service**

REVISED: **12-10-99**

A. PURPOSE AND SCOPE

1. To outline administrative procedures for obtaining services provided by the Printing Services Unit.
2. **Related Procedures:**
 Use or purchase of district property or services by nondistrict organizations or individuals 9220
 Printing services 5607
 Copying and use of copyrighted material 7038

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: G-7000.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Printing Services Unit, Management Information Services Department, Business Services Division, Administrative/Operational Support.
2. **The Printing Services Unit** provides printing, copy/duplicating, and bindery services for the reproduction of administrative and curriculum materials for the district.
3. **Materials Submitted.** All requests for printing are submitted to the printing services supervisor, who will determine the best source (in-house or subcontracted printing) and advise the requestor.
4. **Restricted copy service machines** are copy/duplicating equipment provided by the Printing Services Unit for self-service quick copy work. Access to this equipment is controlled by metering devices that are provided by the Printing Services Unit.
5. **Printing products** are custom manufactured using a wide variety of materials and processes. A listing of standard materials, products, and services is maintained by the Printing Services Unit. Requestors should contact the printing services supervisor for availability and lead times for nonstandard materials, products, or services before submitting a printing order.
6. **Scheduling.** A requestor should allow reasonable time for completion of a job; scheduling guidelines are maintained by the Printing Services Unit. If a requested completion date cannot be met, the printing services supervisor shall notify the originator as soon as that determination is made.

7. **Priority service** is obtained by scheduling printing jobs with the Printing Services Unit supervisor. Priority service is used to coordinate large printing tasks and ensure completion of printing tasks that have critical or legally mandated deadlines. Guidelines for obtaining priority service are maintained by the Printing Services Unit.
8. **The cost of services** is charged back to the originating department budget at a fixed price per unit. A price list is maintained by the Printing Services Unit. Job cost estimates may be requested prior to performing printing tasks.
9. **Copyrighted materials** must have a copy of the copyright holder's "permission to reproduce copyrighted materials" attached to the "Printing/Distribution Request" form (attachment [E.1.]).

D. IMPLEMENTATION

1. **Preparation of Documents for Reproduction**
 - a. **Original** should have bold, dark type throughout the page; density of original generally determines quality of reproduction. (**Note:** Laser printer-generated originals generally allow better reproduction than those produced on dot matrix printers. Corrections on originals are less noticeable on reproduction if made with correction fluid rather than with correction paper or tape.)
 - b. **Signatures** should be written in bold black or dark red ink; if a ballpoint pen is used, black ink and a firm, dark impression are essential.
 - c. **Ink** used should be black; other colors are difficult to reproduce. Ditto copies (purple ink) and blue ink generally will not reproduce well.
 - d. **Colored paper** should be avoided in preparation of originals.
 - e. **Page numbers** must be included on all originals that are being collated to allow accurate assembly during printing process. A nonreproducible blue pencil should be used to number pages that will not have page numbers on final printed product.
 - f. **Number of copies** requested should be considered carefully and limited to amounts actually needed. Whenever possible, limited copies should be sent to offices for circulation among employees, rather than distributing one copy to each employee.
 - g. **Proofreading** should be thorough to prevent costly reruns and wasted material.

2. Preparation of Printing Request Forms

- a. **“Printing/Distribution Request”** form (attachment [E.1]) is used for printing and distribution of all circulars or complex jobs that require detailed instructions.
- b. **Use of nonstandard forms.** Forms supplied by Printing Services Unit are serialized to allow job tracking, billing, and clear, concise job instructions. These forms should be used wherever possible to ensure fast and accurate job processing. If necessary, services may be requested on school or department stationery if complete information is given (D.2.d).
- c. **Complete instructions** should be provided on request form, including instructions for material, attachments, collating, routing for approvals, and budget charge number. A specific completion date should be provided; printing jobs are scheduled by date. Notations, such as ASAP, will delay work.
- d. **Paper color** to be used (district standards):

Administrative circulars:	pink only
Information circulars:	white only
Site operations circulars:	white only
Minutes of meetings:	white only
Transmittal letters:	white only
Other jobs:	indicate color desired

E. FORMS AND AUXILIARY REFERENCES

- 1. Printing/Distribution Requests (supplied by Printing Services Unit [attachment]).
- 2. Duplicating-Distribution Procedures with Guide for Issuing Circulars Handbook (available from Business Services Division).

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education