



ADMINISTRATIVE PROCEDURE
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: **5607**
PAGE: **1 OF 2**
EFFECTIVE: **1-29-62**
REVISED: **2-26-99**

CATEGORY: **Support Services Communications**

SUBJECT: **Printing of Forms, Stationery, Envelopes, Business Cards, and Related Materials**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing printing of forms and related materials.
2. To outline district standards for printing of memo pads, and district envelopes, stationery, and business cards.
3. **Related Procedures:**
 - Printing services 5605
 - Printing of graduation lists and programs, diplomas, and certificates 5609

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy: G-7000; Govt. Codes 7525 and 7526.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Purchasing Services @it, Material Services Department, Business Services Division, Administrative/Operational Support.
2. **Education Center Stationery Standards**
 - a. **“Office of the Superintendent” stationery** is used by the superintendent’s office only. If an activity of a division or department warrants the authority of the superintendent behind a communication and use of superintendent’s office stationery is approved, the superintendent will sign.
 - b. **Each division and department reporting directly to the superintendent** has its own letterhead, which includes the telephone number.

D. IMPLEMENTATION

1. **Forms**
 - a. Initiator prepares draft or proposed form in cooperation with other departments and divisions affected; secures approval of appropriate division head prior to printing.
 - b. Initiator prepares **nonstock** requisition; consults appropriate district buyer (496-8000) for assistance in forms, design, and detailed printing specifications.

- c. Material Control Section (496-8025), Supply Services Unit, Material Services Department, assigns form numbers for stock items.
- d. Initiator forwards **nonstock** requisition according to instructions on form. Normally, a minimum of 30 days should be allowed for printing forms.

2. Letterhead Envelopes, Stationery, and Business Cards. Requestor must submit separate **nonstock** requisitions for each type of material ordered, attaching four samples of envelopes, stationery and/or business card forms to each **nonstock** requisition. Forms may be obtained from printing buyer at Purchasing Services Unit. Normally a maximum of three (3) weeks should be allowed for delivery to individual sites from date order is placed with Purchasing Services Unit.

3. Memo Pads. Orders should be submitted directly to Printing Services Unit.

E. **FORMS AND AUXILIARY REFERENCES**

F. **REPORTS AND RECORDS**

G. **APPROVEDBY**



Superintendent of Public Education