



COMPTON UNIFIED SCHOOL DISTRICT

Business and Administrative Services Division
Purchasing, Contracts, Reprographics and Warehouse Department

Purchasing/Contracts/Reprographics/Warehouse Department Bulletin No. 18/19-1004 July 31, 2018

TO: All Sites

FROM: Mark Streeter, Director - Purchasing/Contracts/Reprographics/Warehouse MS

**SUBJECT: ANNUAL NOTICE - DISTRICT PRINTING PROCEDURES
(REPROGRAPHICS REQUEST – ONLINE)**

In an effort to fully meet the printing needs of the District School sites and Departments, all reprographic requests must be submitted through the Smartetools online system. This process also applies to custom envelopes imprinted with a School site address, a specific Department name and address, and or District Logo.

Below are the procedures to follow to ensure timely cost effective processing of your Reprographic requests:

PROCEDURES FOR REPROGRAPHICS REQUEST

STEP 1

Complete the **Reprographics Form** and include the following information:

Originator's email address in section designated for "Telephone Number"

Since all users will be utilizing the District's email address there is no need to type the entire email address. Only type the address up to the "@" symbol.

For example: jsmith@

Note: See attached sample Reprographics Form.

-For printed envelope requests, enter the quantity of printed envelopes in the number of sets/copies" field, i.e. 2-boxes; Envelope units of measure = 500/box

STEP 2(A)

If the Reprographics print job will be paid through categorical programs, the request must first be submitted to Special Projects (along with the documents to be reproduced) for their review and approval. Once it has been approved by Special Projects, proceed with submission to the Reprographics Department.

STEP 2(B)

If the Reprographics request will be paid under General Funds (Unrestricted/Non categorical), submit your request directly to the Reprographics Department (along with the documents to be reproduced) for their review and approval.

NOTE: Reprographics preference for Digital Originals

Digital files are preferred for submission via email as a PDF file to the attention of Craig Butler (cvbutler@compton.k12.ca.us), Melody Carey (mcarey@compton.k12.ca.us), and LaTonya Marks (lmmarks@compton.k12.ca.us) referencing the Reprographics request number. **Note:** *If the digital file size exceeds the District's email file limit, please submit sample using a flash drive or CD.*

STEP 3

Reprographics staff will review all reprographics requests and will send an email to the originator (requestor) with information on the cost for the print order. Once the quote is received, the originator must initiate an online requisition through Smartetools. **[NOTE: PROJECT QUOTES PROVIDED WILL BE REMAIN OPEN FOR 2 WEEKS (10 BUSINESS DAYS) FROM THE CONFIRMED RECEIPT DATE BEFORE BEING RETURNED TO THE ORIGINATOR/REQUESTOR; NO PROJECT QUOTES WILL BE PROVIDED BY TELEPHONE.]**

STEP 4

The Originator (requestor) must initiate an online requisition through Smartetools (as instructed by Reprographics).

In the online requisition the data entry must include the project name in the Description Field, the Total cost in the designated field and the items check marked below in the Comments Field:

- ✓ Contact Name and Phone#/Extension
- ✓ School Site or Department Name
- ✓ Reprographics Request Number
- ✓ Project Name

Reprographics Request with Digital Originals

Digital files are preferred for submission via email as a PDF file to the attention of Craig Butler (cvbutler@compton.k12.ca.us), Melody Carey (mcarey@compton.k12.ca.us), and LaTonya Marks (lmarks@compton.k12.ca.us.) referencing the Reprographics request number. **Note:** *If the digital file size exceeds the District's email file limit, please submit sample using a flash drive or CD.*

STEP 5

Reprographics staff will start the job once the online requisition is received through Smartetools automated system notifier. *It is the responsibility of the originating department/school site to ensure their requisition(s) has been properly submitted into the workflow for approval and also monitor the approval status.*

STEP 6

Upon completion of the print job, Reprographics staff will notify the originator to confirm arrangements regarding the pick-up or district mail delivery of the completed documents.

Reprographics Request Flow Chart:

The attached is a flow chart depicting the Reprographics Request Process.

No project quotes will be provided by telephone; all paperwork must be provided to Reprographics staff PRIOR to submitting an online requisition in Smartetools.

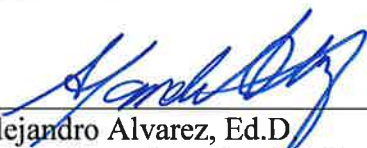
(Note: The Reprographics Department is equipped to provide custom envelope printing services in-house. THE REQUESTOR MUST NOTE IN THE COMMENTS AREA OF THE MSR "SEND TO REPROGRAPHICS DEPT FOR PRINTING" TO ENSURE THE ENVELOPES ARE FORWARDED TO THE REPROGRAPHICS DEPARTMENT FOR PRINTING SERVICE. If this comment is not entered on the MSR, the items may be delivered to the requesting site as is standard procedure for Warehouse Supply items. Please note, the standard District Business Envelopes, District Letterhead Envelopes, Accounting Envelopes, & Payroll envelopes will remain Warehouse Stock items and should continue to be ordered

using the online Material Stock Request (MSR) Form. With the exception of the following departments, Accounting Department & Payroll Department, all other departments and school sites must follow the printing procedures noted in this bulletin for receipt of custom printed envelopes.)

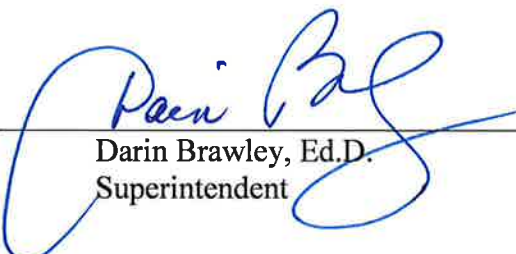
Please contact the Reprographics Department if you have any questions regarding the specifics of this bulletin: Craig Butler (x55164), Melody Carey (x55162) and LaTonya Marks (x55165).

If assistance is needed processing an online requisition for Reprographic service, please contact the Budgeting Department and request to speak with the Specialist or Analyst assigned to your specific school site or department.

Approved:



Alejandro Alvarez, Ed.D.
Deputy Superintendent/CAO
Business Services



Darin Brawley, Ed.D.
Superintendent

Request for Reprographic Services

Please Fill Out Form Completely
For Assistance call: 55162 • 55164 • 55165

REQUEST NO. _____

Date _____

SCHOOL OR DEPARTMENT	PRINCIPAL or DEPARTMENT HEAD SIGNATURE (MANDATORY)
CONTACTS EMAIL FOR PRICE QUOTE	
PRINT EMAIL ADDRESS	PHONE # / EXTENSION

PLEASE FILL OUT COMPLETELY AND SUBMIT DIRECTLY TO THE REPROGRAPHICS DEPARTMENT FOR JOB COST QUOTE. REPROGRAPHICS STAFF WILL EMAIL YOU THE JOB QUOTE. THEN USING PEOPLESFT, PROCESS AN ONLINE REQUISITION USING THE QUOTE SUBMITTED TO YOU BY REPROGRAPHICS. IN THE COMMENTS FIELD PROVIDE YOUR NAME/SCHOOL/DEPARTMENT, PHONE CONTACT AND THE PRINT REQUEST NUMBER PROVIDED IN THE EMAIL.

JOB TITLE _____

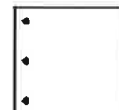
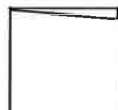
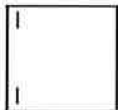
JOB SPECIFICATIONS

NO. OF PAGES IN ORIGINAL	NO. OF SETS/COPIES	PRINT <input type="checkbox"/> ONE SIDE <input type="checkbox"/> BOTH SIDES <input type="checkbox"/> COLLATED/SETS <input type="checkbox"/> UNCOLLATED/STACKS <input type="checkbox"/> STAPLED
BUSINESS CARDS <input type="checkbox"/> 250 <input type="checkbox"/> 500 <input type="checkbox"/> 1000	<input type="checkbox"/> COLOR <input type="checkbox"/> BLACK & WHITE	COVERS <input type="checkbox"/> FRONT COVER <input type="checkbox"/> BACK COVER

PAPER STOCK 8 1/2 x 11 8 1/2 x 14 11 x 17 TABS TRANSPARENCIES TICKETS

BOND PAPER	CERTIFICATE BORDERS	CARD / COVER STOCK	BANNERS
<input type="checkbox"/> WHITE	<input type="checkbox"/> GOLD	<input type="checkbox"/> WHITE	<input type="checkbox"/> GLOSS
<input type="checkbox"/> RED	<input type="checkbox"/> SILVER	<input type="checkbox"/> RED	<input type="checkbox"/> VINYL
<input type="checkbox"/> IVORY	<input type="checkbox"/> ROYAL BLUE	<input type="checkbox"/> LILAC	<input type="checkbox"/> DURABLE
<input type="checkbox"/> CREAM	<input type="checkbox"/> RED	<input type="checkbox"/> GREEN	<input type="checkbox"/> 17" x ____ft
<input type="checkbox"/> TAN	<input type="checkbox"/> GREEN	<input type="checkbox"/> DK GREEN	<input type="checkbox"/> 24" x ____ft
<input type="checkbox"/> YELLOW	<input type="checkbox"/> PLUM	<input type="checkbox"/> LIME GREEN	<input type="checkbox"/> 36" x ____ft
<input type="checkbox"/> HOT YELLOW	<input type="checkbox"/> BLUE/GOLD	<input type="checkbox"/> BLUE	<input type="checkbox"/> 42" x ____ft
<input type="checkbox"/> BUFF	<input type="checkbox"/> WINE/BLACK	<input type="checkbox"/> NEON BLUE	<input type="checkbox"/> 60" x ____ft
<input type="checkbox"/> GOLDENROD	<input type="checkbox"/> ORG/BLACK	<input type="checkbox"/> GRAY	<input type="checkbox"/> 60" x ____ft
<input type="checkbox"/> ORANGE	<input type="checkbox"/> SLATE/BLACK	<input type="checkbox"/> GLOSS	CARBONLESS
<input type="checkbox"/> SALMON	<input type="checkbox"/> RED/BLACK	<input type="checkbox"/> SALMON	<input type="checkbox"/> 2-PART
<input type="checkbox"/> PINK	<input type="checkbox"/> GOLD/BLACK	<input type="checkbox"/> PINK	<input type="checkbox"/> 3-PART
<input type="checkbox"/> HOT PINK	<input type="checkbox"/> PURPLE/YELLOW	<input type="checkbox"/> HOT PINK	<input type="checkbox"/> 4-PART
<input type="checkbox"/> CHERRY		<input type="checkbox"/> CHERRY	<input type="checkbox"/> 5-PART

BINDING & FINISHING (check one)



----- STAPLE -----

BOOK BOUND

BOOKLET

3-HOLE

PADS (sheets per pad _____)

LETTER FOLD

HALF FOLD

ZEE FOLD

FORMS NUMBERING from # _____ to # _____

COMPLETED BY _____ DATE _____

TOTAL COST: \$

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**Reprographics Print Request –
Process Flowchart**

