

STATE OF MISSISSIPPI DEPARTMENT OF EDUCATION	TOPIC: PRINTING
EMPLOYEE PROCEDURES MANUAL	SECTION 15.0
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## PRINTING SERVICES

Printing jobs which involve more than 500 total 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 printing service. Print jobs can be submitted to the Print shop via email, USB flash drive or hand delivery. 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
- 10,001 or more copies require a minimum of five days' notice

The requesting office should contact the Print Shop Manager, located in the Central Receiving/Mail Room, prior to contacting an outside vendor. The Print Shop Manager 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) in the Procurement Office. All outside printing jobs require quotes or advertising and therefore, must be handled by Purchasing.

Printing services and charges are as follows:

### Black and White Charges

Service	Cost per Copy
Copies with paper furnished	.04
Copies with paper furnished 2-sided	.05
Copies without paper furnished	.06
Copies without paper furnished 2-sided	.07
Binder	1.25
Saddle Stitch	.05

### Color Charges

Service	Cost per Copy
Copies with paper furnished	.06
Copies with paper furnished 2-sided	.11
Copies without paper furnished	.07
Copies without paper furnished 2-sided	.12
Binder	1.25
Saddle Stitch	.05