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# DUPLICATING REQUISITION PROCESS/MAIN SHOP (PRT-P001)

## Sacramento City Unified School District

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### 1.0 SCOPE

- 1.1 This procedure discusses the process that is used to process duplication requisitions at Central Printing Services for Sacramento City Unified School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### 2.0 RESPONSIBILITY

- 2.1 Supervisor of Central Printing Services

### 3.0 APPROVAL AUTHORITY

- 3.1 Director of Purchasing Approved signature on file

### 4.0 DEFINITIONS

- 4.1 DR: Duplicating Requisition
- 4.2 "Approved" status: When all the approvers of the requisition approves on-line
- 4.3 "On Hold" status: The DR requisition is awaiting electronic backup or being printed

### 5.0 PROCEDURE

- 5.1 School site or Department creates and submits an on-line duplicating requisition (DR).
- 5.2 On-Line DR is received in the "approved" status and placed "on hold":
- 5.2.1 Reviewed and logged by Central Printing Services through the Escape System.
  - 5.2.2 Original document or artwork is received at Central Printing Services through mail or email unless in file in the Central Printing Services
  - 5.2.3 DR is sorted and prioritized by type of job
  - 5.2.4 Print job is printed, finished, and packaged
- 5.3 DR is completed on-line upon completion and hardcopy documents filed
- 5.4 Delivery of finished product may be:
- 5.5.1 Customer pickup
  - 5.5.2 Warehouse delivery
  - 5.5.3 Deliver rush items best way
- 5.5 Print job that cannot be processed in accordance with the customer's schedule is routed to an approved subcontractor for completion through a competitively bid/quote process.

### 6.0 ASSOCIATED DOCUMENTS

- 6.1 DR Catalog

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- 6.2 DR log book
- 6.3 DR delivery log book
- 6.4 Snapshot of DR
- 6.5 Original document of print job
- 6.6 Quotes and/or bids on file

### 7.0 RECORD RETENTION TABLE

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Quotes/Bids	File Cabinet	One year	Discard as desired	Secured Central Print Shop
Log Documents	File Cabinet	Three Years	Discard as desired	Secured Central Print Shop
Hard-copy DR	File cabinet	One year	Discard as desired	Secured Central Print Shop
On-line DR	District Network	One year	Discard as desired	Secured Information Services/Serna Center

### 8.0 REVISION HISTROY

<u>DATE</u>	<u>REV.</u>	<u>DESCRIPTION OF REVISION</u>
12/13/04	A	Initial release
06/06/06	B	Revise records retention table
11/10/08	C	Add 4.3 and text to 5.2