




BULLETIN

SUBJECT: Escape Duplicating Requisitions **2016-17 NO. BS-83**

TO: All School Sites and Departments

DATE: February 10, 2017

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Supervisor

REVIEWED BY: Gerardo Castillo, CPA **APPROVED:** 
Chief Business Officer

Since 2009, District procedure has been that a Duplicating Requisition be used to order printed supplies and to account for funds used for that purpose. Effective today, the District requires that Central Printing Services not accept any printing order that is not accompanied by a Duplicating Requisition in Submitted status. For help creating a Duplicating Requisition, please contact Don Wangberg at (916) 277-7117 or email at Don-Wangberg@SCUSD.edu.

Also, Central Printing Services is testing a new online store for ordering printing. The new system will:

- Simplify Duplicating Requisitions;
- Provide visual feedback for what you are ordering;
- Calculate a price for you;
- Keep a history of your active & past orders and make reordering easier;
- Help speed production and delivery of your orders.

The new system, Prisma, is available now at:

<https://ps-prisma.scusd.local/webdashboard/webshop/centralprinting#>

(please ignore the security warning and proceed to the site. Tech services is working on adding a security certificate.)

This site replaces the business card store we have been using for the last two years. Besides business cards, a few other products are available now and more are being added each week. Log in using your usual district credentials. Contact Don Wangberg if you have any questions.

We will be using Prisma during a free trial that expires March 10, 2017. If enough of our Customers like it, we will keep it.