
**DOCUMENT CONTROL –VOLUME PRINTING/NCR ORDERS
(OFFICE DEPOT PRINT ON DEMAND)**

TEC-P501

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This process outlines requirements utilizing the “Print on Demand” ordering system for volume print orders exceeding 1000 copies, 500 letter size (8.5 x 11) NCR forms, or any amount of legal size (8.5 x 14) NCR forms. These requirements place orders into an off-site system for delivery to the Wenatchee School District.

The online version of this procedure is official; therefore, all printed versions are unofficial.

2.0 RESPONSIBILITY:

- 2.1 Web Design/Electronic Document Control Specialist

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Operational Technology

4.0 DEFINITIONS:

- 4.1 Volume Printing –Print orders of over 1000 copies
- 4.2 NCR Forms –Multipart forms
- 4.3 WD/EDCS -Web Design/Electronic Document Control Specialist
- 4.4 PO –Purchase Order
- 4.5 FormMail –An electronic way to submit data by filling in blank fields on a web form for submission.

5.0 PROCEDURE:

- 5.1 Document Submission

5.1.1 Customer Submission to Web Design/Electronic Document Control Specialist.

5.1.1.1 Customer will contact the Web Design/Electronic Document Control Specialist by phone or email and submit the files to be printed to the WD/EDCS via email attachment (less than 5mb), or deposit through a server dropbox (over 5mb) located on do.wsd.wednet.edu. Server dropbox access:

- a. Macintosh Access: Through the menu “Go/Connect to Server (command apple-k) do.wsd.wednet.edu, select share Distaff, and then locate the Document_dropbox. This is a write only folder so you will be able to drop in documents, but not enter/navigate into it.
- b. Windows Access: from the Start button go to run and type; [\\do.wsd.wednet.edu\distoff](http://do.wsd.wednet.edu/distoff) and then locate the Document_dropbox. This is a write only folder so you will be able to drop in documents, but not enter/navigate into it.
- c. Supported file types: Microsoft word, Excel, PowerPoint, Publisher and Adobe Acrobat, Photoshop, Illustrator, PageMAKER/InDesign. Any file format that is exportable to PDF will be accepted.
- d. Maximum format size is 60” in height by any custom length.

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5.1.1.2 Place an order request by filling out the “Volume Printing Order Form” that can be found at <http://home.wsd.wednet.edu/?q=node/377>.

a. Large, bulk orders that will be delivered to multiple buildings should be entered as individual orders per each building.

5.1.1.3 WD/EDCS will retrieve the file from either an email attachment or from the Document_dropbox folder and process it into the Office Depot Print on Demand system.

a. After receipt of document submission to the WD/EDCS, proofing time for document review and formatting will be 72 hours in accordance with TEC-P506 before committing to the Office Depot regional print facility.

b. Large, bulk orders that will ultimately be delivered to multiple buildings will be ordered individually for each building to expedite shipping times and increase accuracy.

c. No reformatting of any order submission, either by the WD/EDCS or Office Depot RPF, will occur without a proof returned to the customer for review and approval.

5.1.1.4 Order payment will be through a district PO.

a. This purchase order will be initiated by each building/department office manager as an “open” status for billing and the PO number registered with the district WD/EDCS. The building/department open PO will be the only payment path for all orders submitted through the Print on Demand system.

b. It is recommended that a minimum PO balance of \$500 be initiated for most open PO’s. If a building/department can anticipate higher volume needs then additional funds are recommended.

c. Only orders submitted by the office manager to the WD/EDCS will be accepted for processing, staff who bypass their office manager will be redirected to their building/department office manager for approval.

d. A listing of open PO numbers will be kept for reference by the WD/EDCS for ordering purposes as orders are placed.

e. The WD/EDCS will print off an electronic copy of the printing submission checkout cart and email a copy to the district shipping/receiving and the building requesting the order.

f. Each building is responsible for maintaining their account balance of the open PO.

5.2 Finish Work

5.2.1 Finish work is the costly side of contract printing. If at all possible, finish work should be completed using staff and equipment located within the district. The process TEC-P504 (DOCUMENT CONTROL –FINISHED PRINT PROCESS) addresses this process.

5.3 Delivery

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5.3.1 Orders that are submitted to the Print on Demand system are received within five days after submission confirmation.

5.3.2 Orders are delivered to the WSD shipping/receiving warehouse. There are no direct ship options to the building for volume printing.

5.3.3 Delivery made to building per posted warehouse delivery schedule.

6.0 ASSOCIATED DOCUMENTS:

6.1 TEC-P506 (DOCUMENT CONTROL –DOCUMENT PROOFING PROCESS)

7.0 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|-----------------------|----------------|------------------|--------------------|-------------------|
| N/A | | | | |

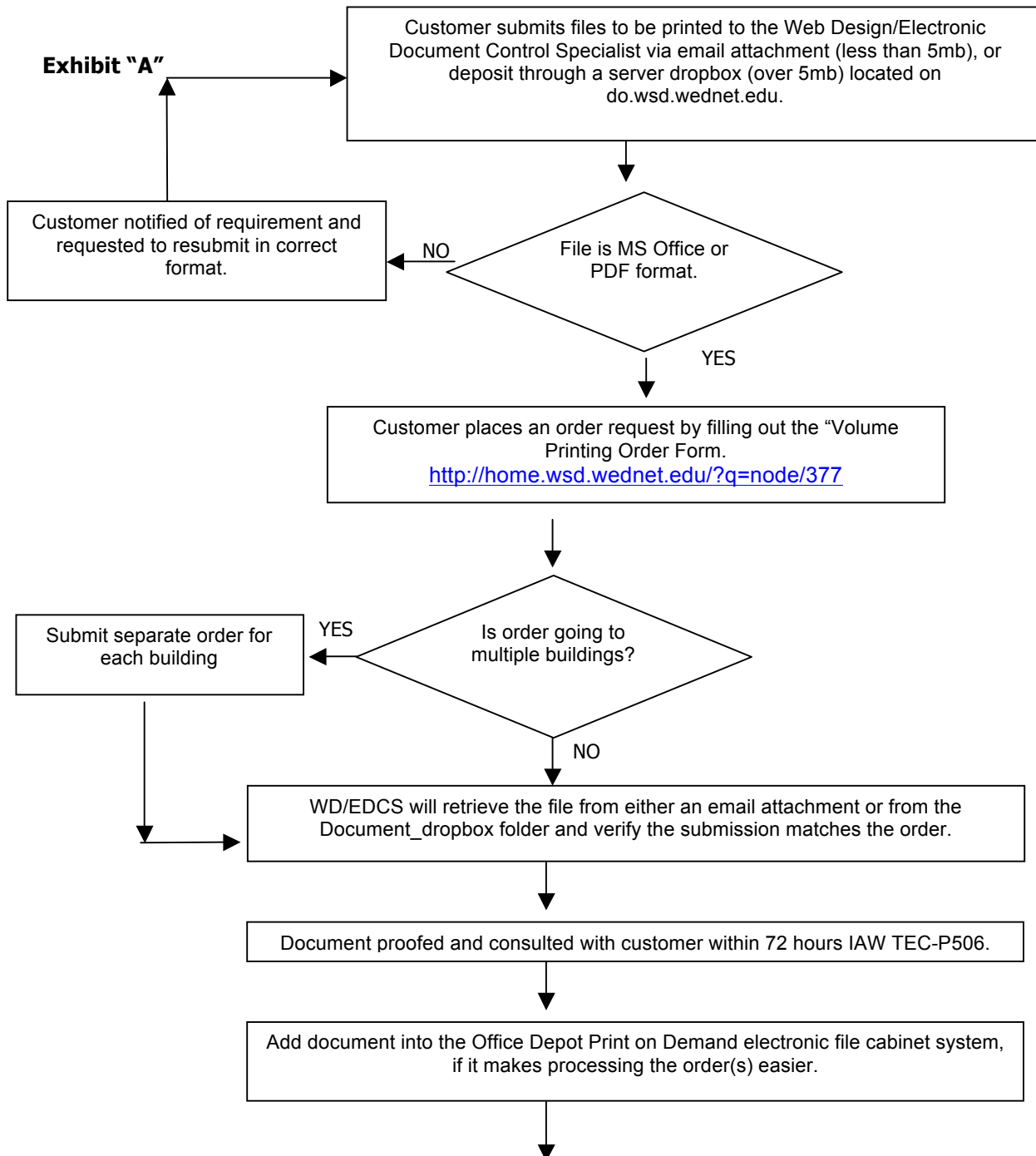
8.0 REVISION HISTORY:

| <u>Date:</u> | <u>Rev:</u> | <u>Description of Revision:</u> |
|--------------|-------------|--|
| 13-Jul-07 | A | Original Release |
| 6-Sep-07 | B | 5.1.1.3. A and B |
| 10-Sep-07 | C | 5.1.1.2 addition, 5.1.1.3 .c added, Exhibit "A" built |
| 12-Sep-07 | D | Scope to reflect number of copies, 5.1.1.3, 5.3.3, associated doc added |
| 04-Dec-07 | E | Scope to reflect printing of legal size (8.5 x 14) NCR forms. |
| 20-Feb-08 | F | 5.1.1.1 addition, "customer will contact WD/EDCS by phone or email". |
| 4-Dec-08 | G | Deleted: 5.1.1 District, Primary; 5.1.1.4 All departments/building; 5.3.3 within 48 hours. |
| 24-Sep-09 | H | 5.1.1.1 a, 5.1.1.1 b Deleted "use the username 'dropbox "with no password"; 5.5.5.2, Exhibit "A" Link changed to http://home.wsd.wednet.edu/?q=node/377 |
| 16-Sep-11 | I | 5.1.1.3 changed sentence to say "WD/EDCS will retrieve the file from either an email attachment or from the Document_dropbox folder and process it into the Office Depot Print on Demand electronic file cabinet system." |

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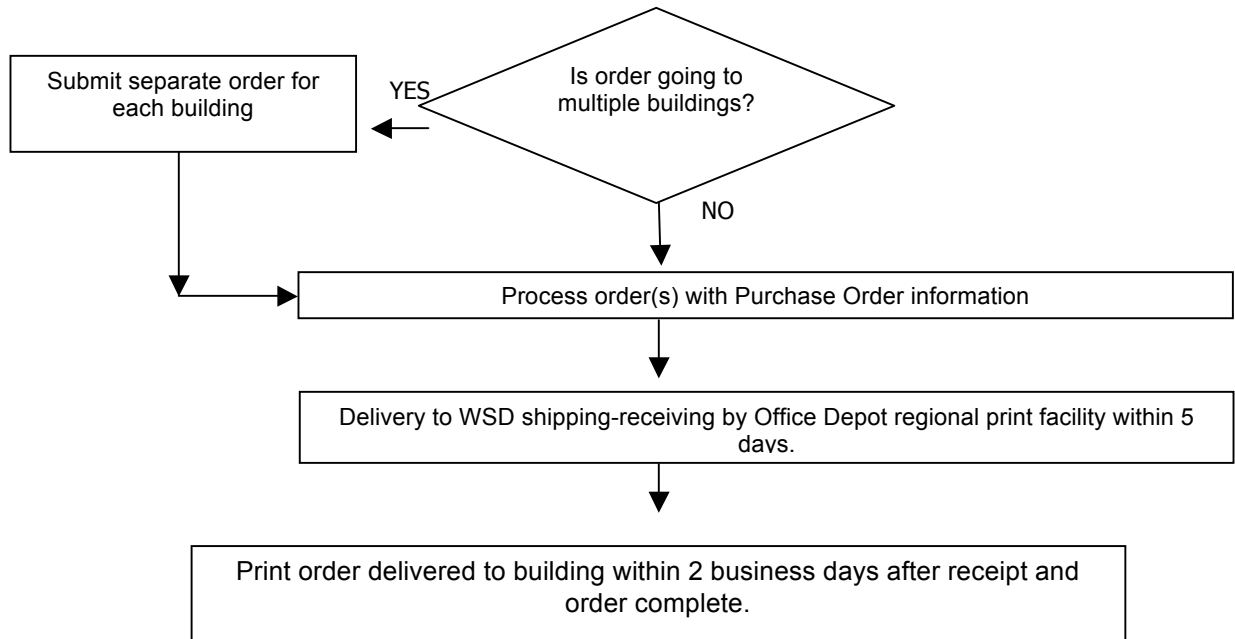


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***** End of procedure *****