
**DOCUMENT CONTROL –LIGHT PRINTING/NCR ORDERS
(OFFICE DEPOT WENATCHEE)**

TEC-P502

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This process outlines requirements utilizing the local Office Depot system for printing of less than 1000 copies and NCR forms (8.5 x 11) of 500 or less. These requirements place orders into a local 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 Light Printing –Print orders of under 1000 copies or 500 copies (NCR)
- 4.2 NCR Forms –Multipart forms
- 4.3 WD/EDCS -Web Design/Electronic Document Control Specialist
- 4.4 Office Depot Store Purchasing Card –Procurement card issued to individual buildings or departments that allows credit purchasing.

5.0 PROCEDURE:

- 5.1 Document Consultation
 - 5.1.1 If assistance is required in document design or modification, contact with the Web Design/Electronic Document Control Specialist should be made 72 hours before document submission in order to allow the document to be finalized for timely printing expectations in accordance with TEC-P506.
- 5.2 Customer Submission to Wenatchee Office Depot
 - 5.2.1 An Order Tracking Form must be filled out prior to processing the order at the local Office Depot. The form is located on the following website:
<http://home.wsd.wednet.edu/?q=node/377>.
 - 5.2.2 Once this form has been filled out and submitted online, it must be delivered along with the order to Office Depot. This form can be printed out for physical delivery, or printed to a PDF format, saved and attached to an email as a file attachment for orders that are submitted by email.
- 5.3 Format environment and limitations.
 - 5.3.1 Submission format
 - 5.3.1.1 The following formats are acceptable for submission to Office Depot:
 - 5.3.1.2 Electronic mail (preferred)

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5.3.1.3 Media: Either brought in on electronic format via flash memory drive, cd-rom, or SD card.

5.3.1.4 Paper copy (least preferred)

5.3.1.5 Supported file types: Any file format that has been exported to PDF will be accepted.

5.3.2 Submission Limitations

5.3.2.1 Maximum output print size of 11"x17" format.

5.3.2.2 Maximum quantity for NCR is 500 sets. One set equals a 2, 3, or 4 part bundle.

5.3.2.3 Orders that are unable to be processed at the local Office Depot store will be refused and re-routed to the WD/EDCS to be processed under process TEC-P501.

5.4 Order payment will be through a school assigned Office Depot Store Purchasing Card.

5.4.1 Transactions will be handled in accordance with agreements outlined by the WSD Business/Finance Department.

5.4.2 Office Depot Store Purchasing Card is required upon placement of order. The card will be referenced for account verification and discounting. No order will be accepted without physical verification of the Office Depot Store Purchasing Card or verifiable email by the building/department office manager containing the Store Purchasing Card number by the Office Depot staff.

5.4.3 Invoices will be turned in to the building/department office manager. Each building is responsible for maintaining their account responsibilities.

5.5 Finish Work

5.5.1 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.

5.6 Delivery

5.6.1 Orders that are submitted through the local system are completed within 24 hours after submission confirmation for pick-up by building, or 48 hours through district pony distribution. If store pick-up is desired, coordination should be made at the time of order submission.

5.6.2 Routine orders are delivered through the WSD pony route.

5.6.3 Delivery schedules are maintained by the WSD District Office.

6.0 ASSOCIATED DOCUMENTS:

6.1 TEC-P504 (DOCUMENT CONTROL –FINISHED PRINT PROCESS)

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

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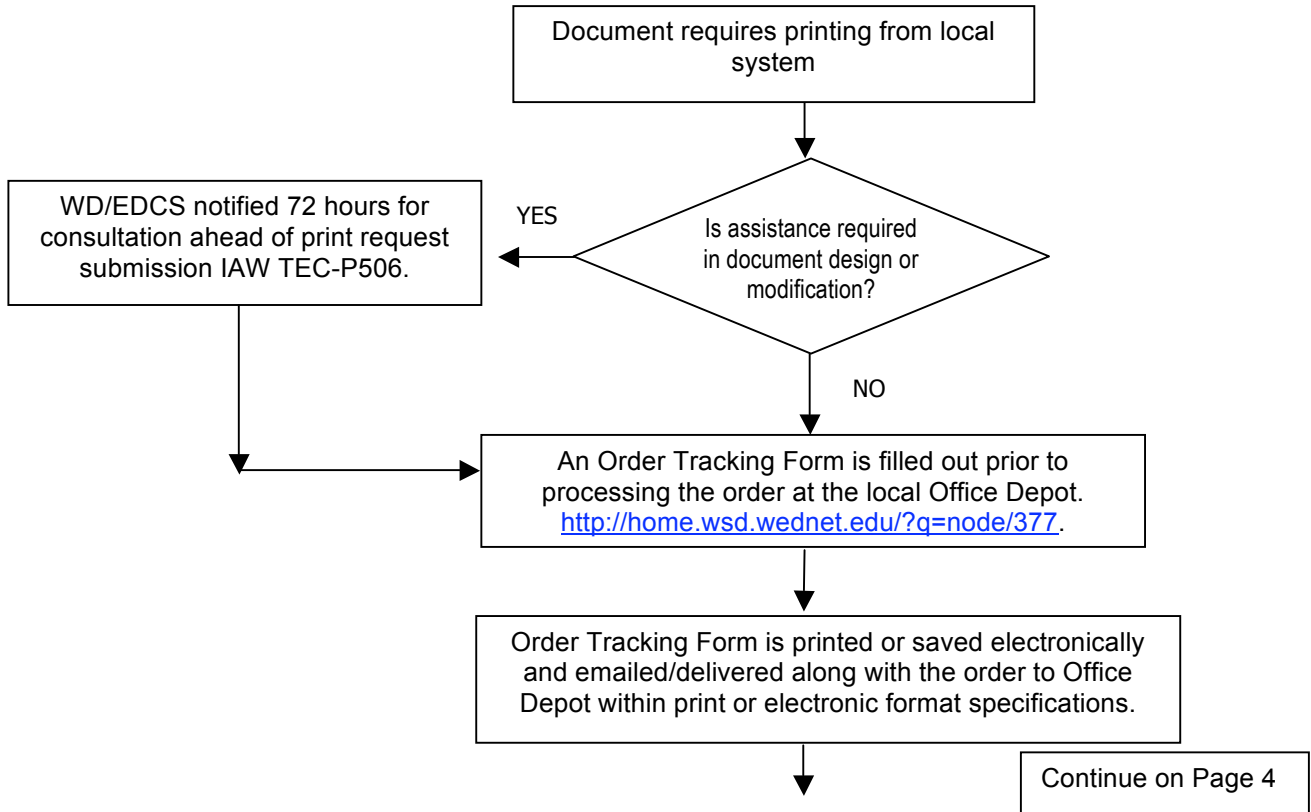
7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
13-JUL-07	A	Original Release
06-SEP-07	B	5.2.1.7 addition
10-SEP-07	C	5.1, 5.1.1.1 , 5.2 additions and arrangement
12-SEP-07	D	Scope included quantities, flowchart wording modified, associated document added
05-DEC-07	E	Scope specified size of NCR form (8.5 x 11)
24-SEP-09	F	5.2.1, Exhibit "A" Link changed to http://home.wsd.wednet.edu/?q=node/377

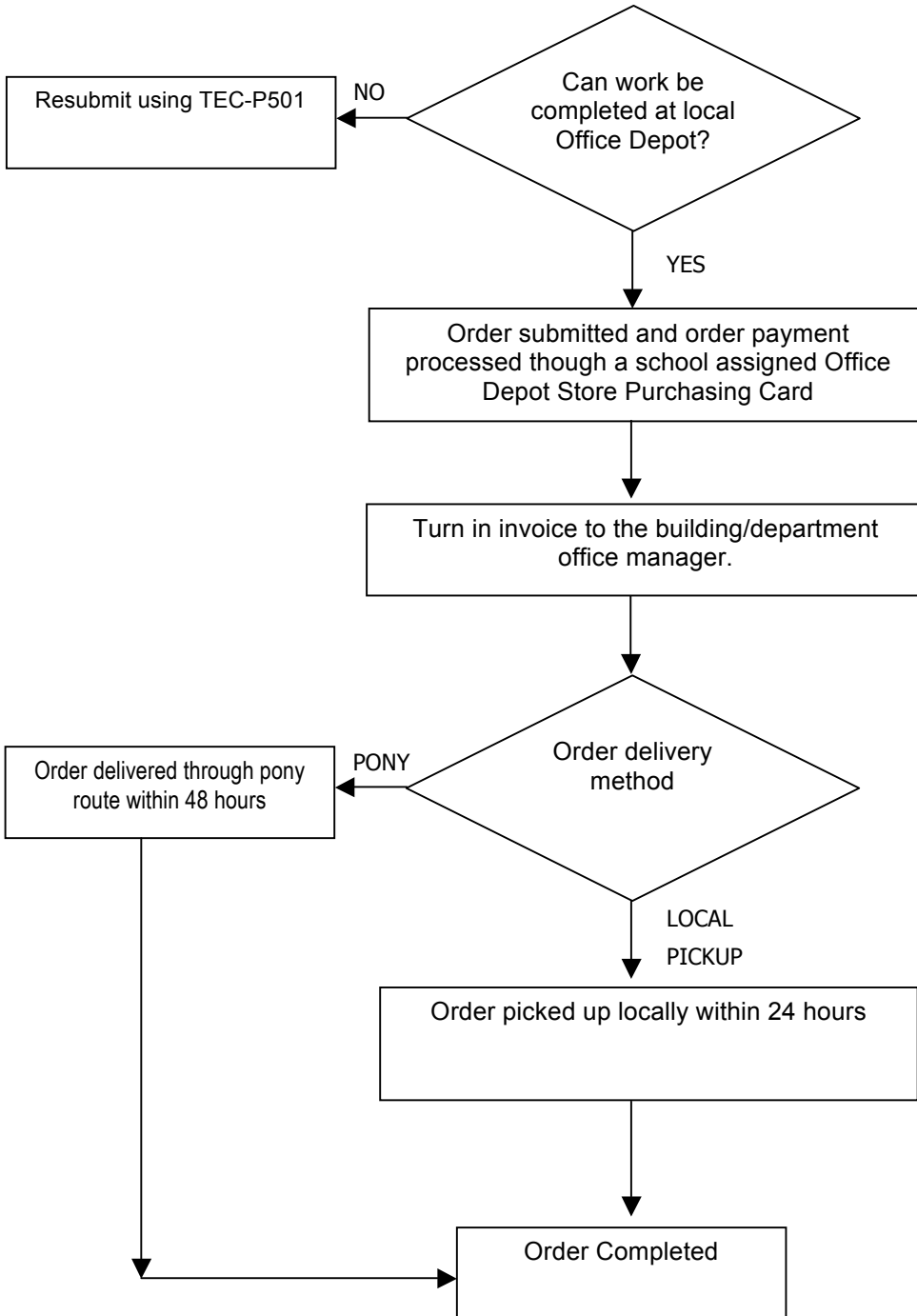
Exhibit "A"



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