

COUNTY COLLEGE OF MORRIS Business and Finance Division Procedures	
Subject: REQUISITION OF COLLEGE PRINTING SERVICES	Page: 11.01.01
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General

The college maintains an extensive in-house printing service with many and varied capabilities for use by College departments/offices and local community based non-profit and governmental entities. To utilize the College in-house printing service to the fullest, College departments/offices should consult with the Print Services Department before having printing done off campus. A properly completed Printing Requisition Form, obtained from the Print Services Department, is required when requesting printing services.

All College departments are encouraged to utilize the in-house printing services whenever possible. The cost of supplies, paper, and materials used in the production of printing is charged back to the requisitioning department's cost center (Attachment B).

All local community based non-profit organizations and governmental entities printing charges are based upon the actual cost of production including labor, supplies, paper, and materials.

Authority

Vice President for Business and Finance

Responsibility

Director of Budget and Compliance
Supervisor of Printing Services

Procedure

1. All printing jobs must be accompanied by a **properly completed** three-part Printing Requisition Form, CCM 0001 Rev. 4/01 (Attachment A). The requisition may be handwritten and must be legible. The bottom copy should be retained by the requisitioner.
2. The printing requisition form shall include a valid budget account number, in the box provided, for charge back. Printing job cost estimates are available upon request from the Printing Department (Attachment B).

Print job requisitions received from local non-profit and governmental entities should include a purchase order number or contract reference number.

3. Completed printing requisition forms, along with copy-ready originals or art work, may be submitted through interoffice mail, E-mail, U.S. Mail, or brought to the Printing Services Department front window, Monday – Friday, 7:30 a.m. to 7 p.m. **Exams are not to be mailed or handled by students.** All printing requisitions are time and date stamped upon receipt.

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4. Copier work is generally scheduled to be completed in three to five working days from receipt. Due to volume, exam work should be submitted five workdays prior to due date.
 5. Short-run, fast-turnaround “While You Wait” copier service is available daily from 10:30 – 11:30 a.m. and 5 – 7 p.m. (finishing is limited to stapling). A surcharge of .75 cents will be applied to “While You Wait” work, with a .50 cent surcharge applied to overnight service.
 6. Custom work (run on offset printing presses and limited to two colors) is generally scheduled for ten workdays for completion from receipt. For unusually large, complex, or special order paper, please consult the Printing Supervisor well in advance for scheduling.
 7. Custom work requiring typesetting should be discussed with the Senior Pre-Press Technician or Printing Supervisor. Generally, depending on size and complexity, two to seven workdays are required for completion of typesetting. Proofs of typesetting will be sent to requisitioner for approval prior to printing. Work requiring graphic design should be scheduled in advance with the college’s Graphic Artist.
- * **Every attempt is made to meet important deadlines, so if a particular time frame is needed, please bring this to the attention of Print Services personnel.**
8. Completed printing is to be picked up in a timely manner by the requisitioner by presenting the retained copy of the printing requisition form. At NO TIME are students to pick up exams. Special arrangements may be made by the requisitioner through Receiving & Distribution or Plant & Maintenance departments for pick up of large orders. All completed printing is returned with originals and a copy of the printing requisition form.
- Due to limited access on College pathways, all external customer completed printing jobs will be made available at the Warehouse no later than 9 a.m. the morning following the actual completion of work. Customer pick up at the Print Services Department can be arranged by contacting Printing Supervisor as long as no vehicles are required to access the College pathways.
9. The production cost of printing is reported to the Accounting Department and charged back to the appropriate department’s cost center account on a monthly basis. The Accounting Department is also responsible for invoicing all external customers.

(ATTACHMENT A)

LAST NAME INITIAL	PRINTING REQUISITION MUST BE COMPLETED	Account Number REQUIRED				
PRINT NAME CLEARLY	DEPT.	BLDG.	ROOM	EXT.	DATE SUBMITTED	DATE ORDER NEEDED

TITLE OR DESCRIPTION OF WORK **EXAM** EXAMS MUST BE HAND DELIVERED AND PICKED UP BY FACULTY OR STAFF ONLY!

PRINTING INSTRUCTIONS

NUMBER OF ORIGINALS SUBMITTED REQUIRED COPIES OF EACH REQUIRED IS TYPESETTING REQUIRED? YES NO

PAPER SPECIFICATIONS		BINDERY INSTRUCTIONS	
<input type="checkbox"/> ONE SIDE <input type="checkbox"/> 2 SIDES <input type="checkbox"/> MIXED		BINDING	PADDING
TYPE OF PAPER: REGULAR BOND COLORS <input type="checkbox"/> WHITE <input type="checkbox"/> PINK <input type="checkbox"/> YELLOW <input type="checkbox"/> GREEN <input type="checkbox"/> IVORY <input type="checkbox"/> BLUE <input type="checkbox"/> CCM LETTERHEAD	<input type="checkbox"/> OVERHEAD TRANSPARENCY NCR SETS <input type="checkbox"/> 2-PART <input type="checkbox"/> 4-PART <input type="checkbox"/> 3-PART <input type="checkbox"/> 5-PART	<input type="checkbox"/> COLLATE <input type="checkbox"/> STAPLE <input type="checkbox"/> BLACK TAPE <input type="checkbox"/> FOLD _____ <input type="checkbox"/> PUNCHING _____ <input type="checkbox"/> CUTTING _____	Number of Sheets Per Pad (50 Min.) <input type="text"/> Number of Pads <input type="text"/> Glue Edge <input type="checkbox"/> Top <input type="checkbox"/> Left
SIZE <input type="checkbox"/> 8 1/2 X11 (STANDARD) <input type="checkbox"/> 8 1/2 X 14 <input type="checkbox"/> 11 X 17 <input type="checkbox"/> OTHER _____	COVER OR CARD STOCK Color* _____ *Check with Printing to see what colors are available.	<input type="checkbox"/> COLOR COPIES	PLEASE NOTE: HAVE YOU FULLY & CORRECTLY FILLED OUT THIS FORM? YOUR COPY WORK WILL BE PRINTED ACCORDING TO THE INSTRUCTIONS INDICATED. THANK YOU!

SPECIAL INSTRUCTIONS

ROUTINE
 OVERNIGHT
 WHILE-U-WAIT
 CUSTOM

FOR PRINTING DEPT. USE ONLY

DATE PROCESSED	PRINTED BY	REQUESTED BY	JOB NUMBER 87606	ORIGINALS	IMPRESSIONS	TYPE
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Retain PINK Copy IT MUST BE PRESENTED WHEN YOU PICK UP THE COMPLETED JOB. CCM-0001-Recreated 12/00 Revised 4/01

ATTachment B

CCM Copier/Color Pricing Worksheet

CCM COPIER/COLOR PRICING WORKSHEET

	<u>#of each</u>		<u>cost each</u>	<u>add</u>
Basic Charge.....				.15
While-You-Wait (Not for 5-7 p.m.).....				.75
Overnight.....				.50
IMPRESSIONS.....	_____	x	.0016	= _____
8 1/2 x 11 20# White (Copier Paper).....	_____	x	.008	= _____
Binder Tape.....	_____	x	.40	= _____
Clear Transparencies.....	_____	x	.75	= _____
Copier labels (Pre-cut).....	_____	x	.45	= _____
8 1/2 x 11 24# Navigator.....	_____	x	.017	= _____
8 1/2 x 11 20# Rag Bond.....	_____	x	.017	= _____
8 1/2 x 11 20# Color Bond.....	_____	x	.009	= _____
8 1/2 x 11 60# Color Offset.....	_____	x	.028	= _____
8 1/2 x 11 28# Color Copy Digital.....	_____	x	.028	= _____
8 1/2 x 14 20# White Bond.....	_____	x	.009	= _____
8 1/2 x 14 20# Color Bond.....	_____	x	.012	= _____
8 1/2 x 14 60# Color Offset.....	_____	x	.022	= _____
8 1/2 x 14 67# White Bristol.....	_____	x	.04	= _____
8 1/2 x 14 67# Color Bristol.....	_____	x	.043	= _____
8 1/2 x 11 90# White Index.....	_____	x	.034	= _____
8 1/2 x 11 90# Color Index.....	_____	x	.036	= _____
8 1/2 x 11 65# White Cover	_____	x	.053	= _____
8 1/2 x 11 80# White (B.C.).....	_____	x	.08	= _____
8 1/2 x 11 White MacTac.....	_____	x	.21	= _____
11 x 17 60# White Offset.....	_____	x	.03	= _____
11 x 17 28# Color Copy Digital.....	_____	x	.056	= _____
11 x 17 70# White Offset.....	_____	x	.04	= _____
11 x 17 70# Color Offset.....	_____	x	.05	= _____
11 x 17 67# White Cover.....	_____	x	.05	= _____
11 x 17 67# Color Cover.....	_____	x	.053	= _____
8 1/2 x 11 (2-Part Set)	_____	x	.045	= _____
8 1/2 x 11 (3-Part Set).....	_____	x	.07	= _____
8 1/2 x 11 (4-Part Set)	_____	x	.10	= _____
8 1/2 x 11 CCM Letterhead	_____	x	.035	= _____
8 1/2 x 11 Parchment	_____	x	.04	= _____
8 1/2 x 11 Nevertear.....	_____	x	.75	= _____
12x18 Nevertear	_____	x	1.25	= _____
Fold down boxes	_____	x	.65	= _____
Color Copies				
Color Click Charge (per side).....	_____	x	.12	= _____
Black Click Charge (per side).....	_____	x	.02	= _____
<input type="checkbox"/> Other	_____			= _____
<input type="checkbox"/> Paper supplied	_____			= _____
				= <u> - 0 - </u>

Total: