



# PRINTED MATERIAL ORDERS PROCEDURE (CPY-P001)

Clarksville-Montgomery County School System

## 1.0 SCOPE:

- 1.1 This procedure outlines the process of ordering printed material via the printed materials work order from the Clarksville-Montgomery County School System's print shop.

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

## 2.0 RESPONSIBILITY:

- 2.1 Printing Technician

## 3.0 APPROVAL AUTHORITY:

- 3.1 Communications Director

## 4.0 DEFINITIONS:

- 4.1 Camera Ready: A document ready to be printed as is without adjustments.

## 5.0 PROCEDURE:

- 5.1 Completed Printed Materials Work Order (work order) (ref. [CPY-F001](#)) is forwarded to print shop.
- 5.2 Process management office is contacted for form number.
- 5.3 Work order is logged in.
- 5.4 Work order is processed as follows:
  - 5.4.1 If order is a stock order it is filled within 24 hours.
  - 5.4.2 If work order needs to be designed or reset, it is given to the graphic artist.
  - 5.4.3 If work order is camera ready the technician looks at time frame when needed and completes the job accordingly.
  - 5.4.4 Communications Director is contacted if work order does not follow the standard procedure.
- 5.5 Completed work order is dated and filed by month and year.
- 5.6 Printed documents are delivered to requestor via warehouse courier.

## 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Printed Materials Work Order ([CPY-F001](#))
- 6.2 Camera Ready Documents

## 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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## **PRINTED MATERIAL ORDERS PROCEDURE (PRT-P001)**

Clarksville-Montgomery County School System

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Work Orders	Filing cabinets	3-5 years	Discard as Desired	Secured Building
Camera Ready Documents	Filing cabinets	As long as document is used	Discard as Desired	Secured Building

### **8.0 REVISION HISTORY:**

<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
2/12/04		Initial Release
4/01/04	A	Clarify 4.1, 5.2, 5.4.3, 5.4.4 and update flowchart
6/27/07	B	Scope revision
2/24/10	C	Issue new document number from PRT to CPY

### **9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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

