

## Submitting a Print Order to State Printing

### Placing a Print Order

- Agency completes PRO – Printing Request Order – located on website: <http://das.ohio.gov/printing>
- Agency forwards PRO to State Printing - preferably electronically “Click to Submit”: or by fax or interoffice
- Include camera-ready copy, electronic media or a previous sample
- State Printing decides where PRO will be printed

### Jobs Printed In-House

- Nothing is entered in OAKS for in-house jobs
- Job is completed & delivered
- Agency billed by ISTV the month following delivery
- Agency vouchers ISTV

### Jobs Printed Commercially

- Printing coordinator places job out for bid for 5 days
- Job is awarded by State Auditor to most responsive, responsible bidder
- State Printing enters requisition in OAKS using agency requestor name
- Agency will approve requisition based on requestor
- Agency can have 1-4 approvers (Only level 4 is necessary)
- Agency can change funding information (Level 4)
- Approved requisition returns to State Printing for approval
- Budget & threshold levels are checked
- Requisition becomes a Purchase order
- State Printing dispatches purchase order
- State Printing releases job to printer
- State Printing pays vendor using PO created with agency's funding, after agency acknowledges the job is completed to their satisfaction
- Agency receives ISTV for customer service fees the month after State Printing vouchers vendor invoice

### Purchase Orders

- Agencies may choose to encumber for copy center jobs, mainframe printing, fulfillment jobs, cost per copy charges, and procurement customer service fees
- Agency would enter requisition in OAKS
- Use DAS01 as the vendor
- Choose xref of DASB
- Use ISTV Account code – 527751

### Requesting a Waiver

- Waiver should be requested prior to making printing purchase
- Reason for waiver is entered in justification comment box on Create Requisition page in OAKS
- Include description of what is being printed, quantity of printing, and reason agency is not using established process with State Printing

- Request will be routed for Printing Administrator's approval.

## Billing schedule for ISTV's

Billing cannot be done for each fiscal year until rates are set by OBM. After rates are set billing is handled as follows:

- Monthly – Customer service fees; Copy Center; Fulfillment/Mainframe; OAKS warrants
- Quarterly – Cost per Copy; Mail Services

## Billing Contact Information

Copy Center – Erica McClue – 614-995-5050; [erica.mcclue@das.ohio.gov](mailto:erica.mcclue@das.ohio.gov)

Cost Per Copy – Judy Fritzsche – 614-466-4995; [judy.fritzsche@das.ohio.gov](mailto:judy.fritzsche@das.ohio.gov)

Customer Service – Carol Waugh – 614-466-8334; [carol.waugh@das.ohio.gov](mailto:carol.waugh@das.ohio.gov)

Fulfillment/Mainframe – Paula Kimes – 614-995-0810; [paula.kimes@das.ohio.gov](mailto:paula.kimes@das.ohio.gov)

Mail Services – Kevin Fowler – 614-466-8684; [kevin.fowler@das.ohio.gov](mailto:kevin.fowler@das.ohio.gov)

Billing Manager – Bunnie Jones – 614-995-1740 – [bunnie.jones@das.ohio.gov](mailto:bunnie.jones@das.ohio.gov)