

OhioDAS Department of Administrative Services *General Services Division*

- 528001 – Stationery & Envelopes Printing
- 528002 – Forms & Records Printing
- 528003 – Reports & Bulletins Printing
- 528004 – Legal Printing & Directories
- 528005 – Special Binding Charges
- 528007 – Other Printing Charges

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- Nothing is entered in OAKS for in-house jobs
- PO is not required
- Job is completed & delivered
- Agency billed by ISTV
- Agency vouchers ISTV

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- Encumbrances are **not required** for document center jobs – you may debit voucher ISTV's
- You may **choose** to encumber for document center jobs
- Agency enters requisition in OAKS
- If you choose to encumber, use DAS01 as the vendor ID
- Short Name = Department_2
- Use ISTV account code 529201
- Use xref for ISTV's of DASB
- Do not send PO to State Printing

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Document Center Printing Jobs

- No cut-offs for document center jobs
- Jobs completed and delivered in June will be billed in July
- FY13 funds may be used for jobs placed in June as long as an encumbrance has been created

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- State Printing enters requisition in OAKS using agency requestor name
- Agency will approve requisition based on requestor
- Agency can have 1-4 approvers (Only one approver is necessary – level 4)
- Agency can change funding information
- Approved requisition returns to SP for approval
- Budget & threshold levels are checked
- Requisition becomes a Purchase order
- State Printing releases job to printer
- State Printing pays vendor
- Agency receives ISTV for customer service fees

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- Check in OAKS - eProcurement
- Manage requisitions
- Enter 3 letters of agency BU in the requisition name/ID field or agency reference number
- Enter PRT01 as business unit
- Enter appropriate date as beginning date – current date
- FIND – Amounts encumbered for commercial jobs will appear
- Customer Service rate 6.45% in FY13

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- You may choose to encumber for the cost per copy program and customer service fees
- Agency would enter requisition in OAKS
- If you choose to encumber, use DAS01 as the vendor
- Short Name = Department_2
- Use ISTV account code 529201
- Use (x)ref for ISTV's of DASB
- Do not send PO's to State Printing

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- 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 Chuck Stang's approval

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- Valid OAKS requestors need to be entered on print orders
- Printing Jobs cannot be started until Purchase Order is completed
- Agency Approvers can change funding information instead of denying requisition without retriggering workflow or
- Communicate with Mary McCarty any requested changes in the requisition instead of denying requisition
- Agency Approvers should designate alternates when they are aware of their absence
- Group Approvals need to be checked several times daily
- Budget Analyst may be asked to correct funding problems for agency

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- June 3 – Deadline for Submitting PRO's
- June 21 – Deadline for creating requisitions, agency approvals of requisitions, budget checks, budget resolutions & dispatching PO's
- Contract jobs can be submitted through June 28 if agency has blanket PO created by State Printing
- Agency approvals need to be made in a timely manner
- Appropriate monies need to be allotted for submitted funds on PRO's to avoid budget errors
- Set up alternate approvers for any approvers who will be out of the office June 21

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- Reviewing Purchase Orders in OAKS
 - Purchasing
 - Purchase Orders
 - Review PO Information
 - Purchase Orders
 - Enter Business Unit
 - Enter PO ID



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- Click on Purchase Order
 - Click on Schedule Icon 
 - Click on Distribution/Chartfields Icon 

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- Review PO Activity
 - Purchasing
 - Purchase Orders
 - Review PO Information
 - Activity Summary
 - Enter Business Unit
 - Enter PO number
 - Click the line details icon 
 - Expand invoice line



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- Accounts Payable>Review Accounts Payable>Vouchers>Document Status
- Change BU to PRT01
- Enter Voucher ID
- Links to Payment, PO & Requisition Information
- PO Link
- PO Reference – Shows agency job number
- Click on Item Description
- Review Funding Information

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- Accounts Payable>Vouchers>Add Update>Regular Entry
- Change BU to PRT01
- Enter Voucher ID
- Click on Invoice Information Tab
- Comments
- View

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- State Printing can change funding information up to the time the invoice is vouchered
- Agencies need to create Journal Vouchers if coding changes need to be made after PRT creates voucher
- Agency creates Journal Vouchers under business unit PRT01
- Agency voucher approver needs to be set up under the agency's voucher origin with ability to approve under PRT01
- Agency contacts Chau Ha at OAKS chau.ha@oaks.state.oh.us

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- Customer Service Fees – Billed monthly
- Document Center Invoices – Billed monthly
- Fulfillment/Mainframe Invoices (includes OAKS warrants)– Billed monthly
- Cost Per Copy Invoices – Billed quarterly
- Mail Services Invoices – Billed quarterly

OhioDAS Department of Administrative Services *General Services Division*

- Main Center – Lazarus – 50 W. Town St.
- Rhodes Tower (State Office Tower) 29th Floor
- William Green Building – B2
- Hilltop - Basement

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- Bindery (folding, stapling, coil & tape spine)
- Envelopes
- Posters
- Lamination
- CD/DVD Duplication
- Document Scanning
- On-Line Business Cards

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- Program information – <http://das.ohio.gov/printing>
- Meter Read Contact – Submit monthly meter reads to vendor
- There are several different ways of sending meter reads; every vendor is different.
- MOU sent to agency with Placement Code
- Sign will be sent to agency with Placement Code & expiration date after machine is placed
- Supplies & Service – Initiated by agency - phone number should be listed on copier
- ISTV's sent quarterly
- Notify Judy Fritzsche if change in meter read contact

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- Konica Minolta Business Solutions – Eliot Hancart 614-766-7800x3121
ehancart@kmbbs.konicaminolta.us
- Kyocera Mita – Frank Sciutto 613-286-7642
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- Modern Office Machines – Mark Roll 513-791-0909
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