

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 the lowest most responsive, responsible bidder
- State Printing enters requisition in OAKS using agency requestor name on PRO
- 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)
- Agency can attach any internal required documentation to requisition
- 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

Cost Per Copy – Sharon Drakes – 614-466-4995; sharon.drakes2@das.ohio.gov

Customer Service – Christina Britton – 614-466-8334; christina.britton@das.ohio.gov

Fulfillment/Mainframe – Lance Konkle – 614-995-0810; lance.konkle@das.ohio.gov

Mail Services – Scott Hamm – 614-466-8684; scott.hamm@das.ohio.gov

Billing Manager – Bunnie Jones – 614-995-1740 – bunnie.jones@das.ohio.gov