

PRINTING PROCEDURES

Section 37.340 - No agency shall print or have printed any new or revised form until such form has been approved by the Unit.

All printing requisitions or requests for state forms are to be routed through Forms Management. This applies to any new or revised forms that Forms Management has created as well as by any other source

1. For Printing By The State Printing Center

a. New or Revised Forms

Once Forms Management and the requesting agency have signed off on the form, the original copy and MO 300-0298/State Printing Requisition (completed by the requesting agency) [See Sample A] will be submitted by Forms Management to State Printing.

b. Reprint with No Changes

Requesting agency submits the completed State Printing Requisition and a printed sample of the form to State Printing.

2. Printing By The Quick Copy Center

a. Non-Rush Printing

When and where possible submit Quick Copy Requisitions (MO 300-0061) [See Sample B] & Form Sample of new and revised forms to Forms Management for approval 3 to 5 working days in advance of the date actually needed. This would be for any form regardless of how small the printing volume is. (If it is a form which was not in the original forms collection, submit an input sheet also.)

b. Emergency Printing

However, when forms are needed on an emergency basis (same day turn around time), the requests can be submitted to Quick Copy prior to our approval.

- Form numbers previously assigned should be included on the form. If the form number is unknown or hasn't been assigned call Forms Management for a number.
- After the printing of the new or revised form is completed, input sheets (when needed) and copy of the previously filled out requisition along with printed samples should be sent to Forms Management.

NOTE: Agencies which previously keep track of low volume forms used, should do so now, in as much as such forms should have been included in the original forms collection anyway. What may seem to be low usage may in reality be an unexpected "higher than anticipated" volume. Weekly and monthly reprints can lead to an expensive form. This is especially true if the form is improperly designed.

2. Printing By The Quick Copy Center (Cont.)

Forms Management periodically will also review printed samples from Quick Copy to ensure agencies are in compliance, form numbers are added, etc.

3. For Waiver Approval To Be Printed By A Vendor

(Procedure will be the same for new, revised or reprinted forms)

a. For jobs costing less than \$3,000 using a Local Purchase Order (MO 300-1495)

- (1) Requesting agency will work with Forms Management to create standardized camera ready copy.
- (2) Upon final approval of any changes made on a new or revised form and/or forms specifications, Forms Management will release the camera ready copy to the customer or vendor.
- (3) Forms Management or the agency will submit the purchase order to State Printing for a waiver.
- (4) The agency will now proceed to submit the CRC and necessary specifications to the vendor who will complete the job.
- (5) Upon receiving the completed job, the agency will submit the necessary information for payment through the SAM II system.
- (6) Upon receiving the completed printed job from the vendor, the agency should send three printed samples to Forms Management for record keeping purposes.

b. For jobs \$3,000 and over using the "Request for Quotation" (MO 300-1224)

- (1) The same procedures are to be used in the previous section for jobs under \$3,000, except three different bids are required from vendors, as well as use the local purchase order.

c. Required statements on all jobs going to vendors.

- (1) The following statements must be included in all specifications for any jobs which go out to vendors. (When using a local purchase order for jobs less than \$3,000 and when using a "Request for Quotation" for jobs \$3,000 and over.)

UNLESS STATED OTHERWISE THE STATE OF MISSOURI WILL PROVIDE CAMERA READY ORIGINAL(S) TO THE VENDOR RECEIVING THE BID. THEREFORE, VENDORS ARE NOT TO CHARGE FOR CREATION OF SUCH CAMERA READY ORIGINALS AND/OR RELATED ITEMS SUCH AS TYPESETTING.

3. For Waiver Approval To Be Printed By A Vendor (Cont.)

VENDORS MAY NOT RECEIVE PAYMENT FOR SERVICES RENDERED UNTIL THE CAMERA READY ORIGINAL(S) ARE RETURNED TO FORMS MANAGEMENT IN GOOD CONDITION.

Also, if the delivery schedules are critical for the vendor to meet, the following statement should be added in the specifications:

SHOULD THE BIDDER DEFAULT ON DELIVERY SCHEDULE ESTABLISHED IN THESE SPECIFICATIONS, THE BIDDER WILL BE ASSESSED LIQUIDATION DAMAGES OF (FILL IN) _____ (FOR EACH COMPLETE WORKING DAY THE BIDDER IS IN DEFAULT, PROVIDED THE STATE AGENCY HAS FULFILLED ITS OBLIGATIONS BY DELIVERY OF COPY ACCORDING TO SCHEDULE.)

4. For Jobs To Be Printed By Missouri Vocational Enterprises

a. New or Revised Forms

Once Forms Management and the requesting agency have signed off on the form, the original copy and State Printing Requisition, DOC Department Purchase Order, DOC/MVE Quick Print Requisition or an Authorization letter for envelopes will be submitted by Forms Management to Missouri Vocational Enterprises. Make sure a P.O. # is included.

When the requesting agency provides paper stock, the camera ready copy and the appropriate requisition or letter will be released by Forms Management.

The requesting agency should indicate the camera ready copy is to be returned to the Forms Management Unit.

5. For Forms To Be Printed By Requesting Agency Print Shop

a. New or Revised Forms

- (1) Submit a good proof copy of original (if agency created camera ready copy) and agency printing requisition to Forms Management for approval. Upon approval the requisition will be sent back to the requesting agency for printing.
- (2) If Forms Management created the camera ready copy, the agency requisition and camera ready copy will be released to the agency upon approval.

6. For Preprinted Forms To Be Acquired From An Office Supply Source

Any agency which has a need to acquire preprinted specialty forms from a local or mail order office supply source or vendor, must have the request approved by Forms Management prior to ordering.

Examples of such requests are multiple part memo forms, telephone message pads or any other printed form.

7. For Forms That Are Currently On A State Contract

Forms Management needs only to review and approve the initial contract that has been established. Agencies need not have each order (contract release) from the contract approved by Forms Management.