

**THE MEDICAL COLLEGE OF GEORGIA
ADMINISTRATIVE POLICIES AND PROCEDURES**

Office of Primary Responsibility:
Auxiliary Services

Subject:
Printing Services

1.0 PURPOSE

1.1 To present the policies and procedures related to Printing Services provided by the Institution.

2.0 POLICY

2.1 All printing except snap-out, serially numbered documents and continuous forms will be performed by MCG Printing Services. The Print Shop is operated to serve all functions of the Institution under the direction of the Printing Service Manager. The Print Shop is located in HT-1220, hours are 8:30 a.m. - 5:00 p.m., Monday through Friday.

2.2 Equipment in the Print Shop includes seven offset presses; folding, cutting, and drilling equipment; and a camera capable of reducing and enlarging original documents up to 20 x 24 inches. Color work can also be performed. Print Shop personnel are available to assist and advise departmental personnel including methods, time requirements, paper qualities, and cost factors. Photo typesetting on any form, brochure, book, or miscellaneous work can be performed. Binding books by stitching, GBC spiral binding or perfect binding available.

3.0 BUDGET UNIT

3.1 Prepare an Interdepartmental Request (refer to 1.2.04 for detailed instructions) for desired printing services in triplicate as shown in Exhibit A. (Note: Make no entries in "Provider Object Code" (51-56) block; "Provider Account Number" (39-50) block or "User Object Code" (27-32)

3.2 Forward the (Blue) original and two copies to Printing Services with a sample of the printing desired attached. One (IDR) for each job. Computer generated IDR's (in triplicate) will be accepted with authorized signature in red. For computer generated format of IDR see form MC492, Catalog #8717 revised 6/95.

3.3 Facsimile copies are not acceptable due to poor reproduction quality of IDR's and job samples.

4.0 PRINTING SERVICES

4.1 Receive the Interdepartmental Request, complete the pricing section, assign a job number and jacket number, schedule work, and record date promised on the job jacket.

4.2 Complete work and deliver to the user on the date promised.

4.3 Secure receiving signature on the Printing Service Copy of the Interdepartmental Request and forward one copy, indicating price, to the user.