

**Wayne Township Public Schools
Wayne, New Jersey**

**Standard Operating Procedure
Paper Purchasing – Print Shop**

Subject: Paper Purchasing	Effective Date: July 1, 2013	Page 1 of 2
	Approved: Dr. Raymond Gonzalez	

- I. **Purpose:** To establish a centralized purchasing system for paper purchasing and the process of submitting work requests to the District Print Shop
- II. **Authority:** Business Administrator
- III. **Terms and Conditions:** This process establishes procedures for the District-wide purchasing of paper and the submission of work requests to the District Print Shop
- IV. **Reporting Procedures:** Business Administrator
- V. **Approval Process:** Director of Facilities, Business Administrator
- VI. **Consequences:** Failure to follow SOP will jeopardize the school supply of copy paper or a delay in the processing of work orders through the District Print Shop
- VII. **Dissemination:** All Principals, Administrative and Secretarial Staff

In order to effectively manage the amount of copy paper in the District and to provide for a more efficient use of that paper, the following centralized process will be used for paper purchasing:

- 1. A District-wide Paper Supply account will be established.
- 2. The Facilities Director will obtain an accurate inventory of all copy paper on hand at the beginning and ending of each school year.
- 3. The Facilities Director will initiate a purchase order to the selected vendor for paper purchases to meet the needs of each school for the period of September through December, based upon prior year usage.

4. In December, the Director of Facilities will obtain an updated inventory of all copy paper on hand in order to facilitate another District wide order for the period of January through June.
5. Paper will be delivered to each school facility by the selected vendor. If a school runs short between a delivery cycle, the School Facility will enter a request for paper through the work order system. The Central Office (Facilities: Warehouse/Shipping & Receiving) will forward a minimal supply of paper to the school while another paper order is processed.
6. Should a school's paper supply reduce down below five (5) cases/cartons of 8.5" x 11" white paper, or should a particular color or size be required, the Facilities Department Warehouse: Shipping & Receiving ext. 2197 should be called, a work order (School Dude) request entered or an email be placed.
7. An effort should be made by the School Principal to limit use of building copiers for medium to large print jobs. The District's Central Office Print Shop should be utilized for print jobs that exceed 50 copies per job.
8. Requests to utilize the District's Central Office Print Shop shall be made per the instructions on Addendum A attached to this procedure.
9. The use of color paper should be limited or planned to reduce unnecessary stock. Once stock is depleted, no further ordering for color paper will take place as color paper printing will only be done through the District Print Shop, no matter how small or large the job.
10. Standard sized copy paper (8.5" x 11") should be utilized if at all possible. Various other sizes are available but should be used sparingly to reduce unnecessary stock.

Standard Operating Procedure District Print Shop

ADDENDUM - A

Print jobs of more than 50 sheets and/or copies should be submitted to the District's Print Shop for printing. The following procedure shall be followed:

1. Print Shop Work Request Forms can be submitted by mail/pony, e-mail, work order, phone, and hand delivered. The Form is posted on the District website under Administration, Business Services, Standard Operating Procedures.
2. Once the form is completed, signed and delivered to the District Print shop, a date stamp and order number will be issued.
3. When a specific job is in need of more time to complete, a call will be submitted to the requester informing of the additional time or backorder of a specific requirement on the job that has been requested.
4. Delivery of the completed job can be provided, but will only be delivered during normal business hours and with no urgency. If additional accommodation is required, call Shipping & Receiving/Warehouse at 973-317-2197.
5. The Print Shop will also accept a "flash drive", PDF or electronically scanned documents. The email address for submission is printservices@wayneschools.com.
6. All job requests must be approved by the School Principal or District Administrator in blue pen with original signatures -- no stamped signatures will be accepted.
7. All jobs will be performed as per approval by the School Principal or other District Administrator unless copyright infringements are determined before printing begins.
To avoid copyright violations, requests to print published materials must be accompanied by written permission from the author or publisher.
8. Color paper printing is encouraged to be performed by the District's Print Shop and not at the school. This will reduce the delivery and number of various colors and seldom used color paper throughout the District. Once all school color paper is depleted, it will not be re-ordered as all color paper printing will be done through the Print Shop.
9. The print shop will only print color copies as approved by the School Principal.
10. For-Profit Organizations may request copy services for .10 cents per page single side, .15 cents per double sided page.