

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	260.171	1 of 1	July 1, 2003 Revised 12/3/08
Subject	CENTRAL SERVICES DEPARTMENT OF ADMINISTRATIVE SERVICES CENTRALIZED PRINTING – ORDERS FOR IN-HOUSE PRINTING		

1. The Office of Chief of Information Officer (OCIO) - Printing Division is responsible for all in-house printing needs for State departments.
2. When printing is needed, the department submits a printing requisition to OCIO - Printing Division. Printing requests are now completed online thru the NOWDOCS system.
3. All areas of the printing requisition must be complete. This tells the operator exactly what the needs are for a particular order.
4. In accordance with Section 18.345 of the Code of Iowa, OCIO - Printing Division bills all departments monthly for "in-house" printing services.
5. A member of the finance billing team performs a monthly "pull" for billing information from the NOWDOCS system.
6. A member of the finance billing team processes the billing and an electronic invoice is created for each department
7. Question or problems concerning the actual billing charges should be referred to OCIO - Printing Division. Questions or problems about the actual transfer or about the accounting portion should be referred to DAS-SAE-Daily Processing.