

## Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	260.172	1 of 1	June 9, 2008 Revised 12/1/08
<b>Subject</b>	CENTRAL SERVICES DEPARTMENT OF ADMINISTRATIVE SERVICES – INFORMATION TECHNOLOGY ENTERPRISE CENTRALIZED PRINTING – OUTSIDE VENDORS		

1. The Office of Chief Information Officer (OCIO) - Print Team is responsible for the majority of state printing needed by state departments. Printing jobs are completed either in-house or contracted out by OCIO-Print Team, depending on the circumstances. This procedure addresses only printing, which is contracted out. Printing orders completed in-house are discussed in Procedure 260.171.
2. When printing is needed, the department submits a "Purchasing Requisition" (RQS) to OCIO-Print Team. From the RQS, a Purchase Order (PO) is created. The PO is updated on the I/3 system and submitted, then department approvals are requested and applied. This encumbers funds just as any other PO does. A copy of the PO is sent to the vendor with the job, and the ordering department can print off their own copy of the PO when they apply their approvals, and a copy of the PO is filed with a copy of the RQS, the bid and the bid abstract in the OCIO-Print Team area.
3. The vendor sends the invoice to the receiving department referencing the PO number. The department then pays the invoice pulling the original PO document through to a PRC. After the department on-lines the PRC, the PRC and supporting documents are sent to DAS-SAE Daily Processing. For more information on the completion of the PRC see Procedure 280.250.
4. Once the document is processed by DAS-SAE-Daily Processing, it is scheduled for warrant writing in the nightly accounting cycle. The next day the warrants are delivered to DAS-SAE-Daily Processing and forwarded to the appropriate departments.
5. Any questions or problems concerning the actual charges for outside printing should be referred to OCIO-Print Team at 515-281-5231. Any questions or problems concerning the actual payment of the invoice or about the accounting portion should be referred to DAS-SAE-Daily Processing.