



PRINT SHOP PURCHASING INFORMATION

In-House Print Jobs

1. Requestor creates a requisition (using a screen-shot of pricing from Marketing Forms page or from Procurement Services page as backup) for these items:
 - Business Cards
 - Post Cards
 - Envelopes
 - Letterhead
2. Requestor then submits a Marketing Form for the design/printing of these items:
 - Business Cards
 - Post Cards
 - Envelopes
 - Letterhead
3. Form is sent to Marketing for design and then to KC Print Shop for notification of pending print job request. KC Print Shop does **NOT** complete print job at this notification.
4. When the Requisition is approved and PO is created, Procurement Services will email the PO to KC Print Shop. This alerts them that they can now work the pending print job.
5. When print job is complete it is picked up by Receiving for delivery to Requestor or Requestor is notified to pick up.
6. **KC Print Shop must have the pickup signed for by whomever is picking up the order and that must be provided to Accounts Payable with PO when ready to pay.** (Suggestion: have PO copy with the order and they can just sign off on it and then that can be sent to Accounts Payable)
7. KC Print Shop sends copy of PO stamped "order complete" to Accounts Payable showing the order is ready to be paid. This must be done AFTER each job is completed, not hold for end of month.
8. PO is held by Accounts Payable and sent to Accounting the last day of each month.
9. Accounting processes Journal Entry and unencumbers PO.

Custom In-house Print Jobs

1. Requestor submits Marketing Form for design and quoting.
2. Marketing designs and sends file to KC Print Shop for quoting.
3. KC Print Shop forwards quote to Requestor.
4. Requestor submits requisition with KC Print Shop as Vendor of requisition with quote attached.
5. When requisition is approved and PO is generated KC Procurement Services emails PO to KC Print Shop to process work.
6. When print job is complete it is picked up by Receiving for delivery to Requestor or Requestor is notified to pick up.

7. **KC Print Shop must have the pickup signed for by whomever is picking up the order and that must be provided to Accounts Payable with PO when ready to pay.** (Suggestion: have PO copy with the order and they can just sign off on it and then that can be sent to Accounts Payable)
8. KC Print Shop sends copy of PO stamped "order complete" to Accounts Payable showing the order is ready to be paid. This must be done AFTER each job is completed, not hold for end of month.
9. PO is held by Accounts Payable and sent to Accounting the last day of each month.
10. Accounting processes Journal Entry and unencumbers PO.
11. PO is cancelled to unencumber funds.
12. Journal Entry is processed.

Out-Sourced Print Jobs

1. Requestor submits Marketing Form for design and quoting.
2. Marketing designs and sends file to KC Print Shop for quoting.
3. KC Print Shop sends design and request particulars to out sourced vendor for quoting.
4. IF KC Print Shop is up-charging the Requestor:
 - a. KC Print Shop forwards KC Print Shop quote to Requestor.
 - b. Requestor submits requisition with KC Print Shop as vendor of requisition, quote attached.
 - c. When requisition is approved and PO is generated Procurement Services emails PO and Quote to KC Print Shop.
 - d. When print job is complete it is picked up by Receiving for delivery to Requestor or Requestor is notified to pick up.
 - e. **KC Print Shop must have the pickup signed for by whomever is picking up the order and that must be provided to Accounts Payable with PO when ready to pay.** (Suggestion: have PO copy with the order and they can just sign off on it and then that can be sent to Accounts Payable)
 - f. KC Print Shop sends copy of PO stamped "order complete" to Accounts Payable showing the order is ready to be paid. This must be done AFTER each job is completed, not hold for end of month.
 - g. PO is held by Accounts Payable and sent to Accounting the last day of each month.
 - h. Accounting processes Journal Entry and unencumbers PO.
 - i. PO is cancelled to unencumber funds.
 - j. Journal Entry is processed.
 - k. KC Print Shop creates a requisition with the out-sourced vendor as vendor of requisition, the vendor quote is attached. (Vendor will invoice Accounts Payable directly for payment.)
5. IF there is **NO up-charge to the Requestor**:
 - a. KC Print Shop forwards the original **Vendor** quote to the Requestor.
 - b. Requestor submits requisition with quoted Vendor as vendor of requisition, quote attached.
 - c. When requisition is approved and PO is generated Procurement Services emails PO and Quote to Vendor and copies KC Print Shop. (Vendors have been notified that they are not approved to do ANY work unless they received a PO from Purchasing.)

- d. Vendor then completes print order and ships to Receiving.
- e. Receiving delivers to requestor and provides packing slip with PO to Accounts Payable.
- f. Vendor sends invoice to Accounts Payable for payment.

Copy Jobs

Any job \$50 and above, must be processed through a requisition before the work can be done. If the job is a RUH job the Requestor must contact Procurement Services with the quote and we will provide a verbal PO to KC Print Shop to process the job.

1. Requestor submits requisition with KC Print Shop as Vendor of requisition with quote attached.
2. When requisition is approved and PO is generated KC Procurement Services emails PO to KC Print Shop to process job.
3. When print job is complete it is picked up by Receiving for delivery to Requestor or Requestor is notified to pick up.
4. **KC Print Shop must have the pickup signed for by whomever is picking up the order and that must be provided to Accounts Payable with PO when ready to pay.** (Suggestion: have PO copy with the order and they can just sign off on it and then that can be sent to Accounts Payable)
5. KC Print Shop sends copy of PO stamped "order complete" to Accounts Payable showing the order is ready to be paid. This must be done AFTER each job is completed, not hold for end of month.
6. PO is held by Accounts Payable and sent to Accounting the last day of each month.
7. Accounting processes Journal Entry and unencumbers PO.
8. PO is cancelled to unencumber funds.
9. Journal Entry is processed.