



**POLICIES AND PROCEDURES**

SUBJECT  Print Shop	DEPARTMENT Purchasing/Central Services		DEPARTMENT IDENTIFICATION 1500	
	SECTION 1502	PAGES 1	EFFECTIVE DATE 1/1/82	REVISION DATE 9/1/89

1.0 PURPOSE:

To describe the policies of the Purchasing/Central Services Division's Printing Shop.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all City of West Allis departments, boards, commissions, and City employees.

3.0 POLICY:

The Purchasing/Central Services Division of the Department of Administration and Finance operates a Printing Shop for the preparation of printed materials for City departments and operations. This statement of policy describes the Purchasing/Central Services Division's procedures in regard to the City of West Allis Printing Shop.

4.0 REFERENCES:

None

5.0 PROCEDURES:

5.1 GENERAL PROCEDURES

5.1.1 The Printer does all work scheduling for the City Print Shop. City departments are required to give the Print Shop a minimum of one week lead time for printing for the preparation of standard forms. All other printing will be done on a "first come first served" basis and be completed as soon as possible. Consideration will be given to emergency printing requirements. Printing of forms larger than 11" x 17" and printing of interleaved snap-out forms should be referred to the Purchasing/Central Services Division for quotations from outside printing firms.

5.1.2 The Purchasing/Central Services Division procures all paper and other supplies for the Print Shop.