

## **3-06/180.00 - Printing Requests**

The Printing Management Unit of Fiscal Administration is responsible for the preparation of material to be printed for the Department.

Units preparing new or revised material for printing shall contact the Printing Management Unit to discuss the project. Needless time and effort can be eliminated when the proper format, instruction, and numerous other considerations are discussed prior to submitting a Printing Request (SH-AD-1).

Items to be discussed with the Printing Management Unit:

- General usage of material and copies required;
- Sides printed, type, and size of paper;
- Drawings/photographs, if included; and
- Whether composition, proof copies, or bindery is necessary.

Completion date shall, in all cases, be cleared and approved by the Printing Management Unit.

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