

**TREASURY DOCUMENTATION****Subject**

Copy Work (Other Than Forms), Process

**For**EMPLOYEE HANDBOOK  
FORMS LIAISON HANDBOOK**Also See**ET-03086; FT-03011;  
PT-03071, 72**Identification** PT-03006  
Procedure**Effective** 7-1-2004

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**Replaces**

PT-03006 (6-1-2001)

CT-03033 (6-1-2001)

**WHO****WHEN****ACTION**

Employee

**Notes:** All requests for printing will be reviewed by Department of Management and Budget (DMB) staff and/or Treasury Forms and Purchasing staff to ensure that they comply with Administrative Guide to State Government Procedure 0330.01.

Depending on the type of print job (e.g., single-page form vs. multi-page book) some adjustment to the recommended quantities may be needed to achieve the most cost effective print method. Contacts Forms and Document Services (FDS) for assistance.

Before copying, checks with FDS to ensure the most recent version of a form is being copied.

For printing of forms, including form letters, sees Procedure PT-03071.

**Less Than 20 Copies per Page**

1. Uses any convenient copier machine located in or near work area.

**20-500 Copies per Page**

**Note:** It is preferred that the Online Rapid Copy Order System is used for rapid copy printing. (Follows online instructions.)

If employee needs to order manually, follows instructions below.

Employee or  
Division's  
Forms Liaison

2. Prepares form DMB-551 RAPID COPY ORDER for total number of copies, according to Form Instruction FT-03011.

<b>WHO</b>	<b>WHEN</b>	<b>ACTION</b>
Employee or Division's Forms Liaison (cont.)		3. Attaches form to be printed and forwards DMB-551 and attached materials to a DMB Rapid Copy Center or delivers to the drop-off/pick-up location in the Treasury Building lobby.  A. Retains green copy of DMB-551.
	<b>Job Is Completed</b>	4. Picks up or receives completed order and blue copy of DMB-551.
Employee or Division's Forms Liaison (cont.)		5. Forwards green copy of DMB-551 to Finance and Accounting Division and retains blue copy of DMB-551 for one month or until no longer needed.  A. Retains any outstanding green DMB-551 copy for any job not yet returned from DMB Rapid Copy Center.
		<b><u>501-1,000 Copies per Page</u></b>
Division's Forms Liaison		6. Brings items to be copied to Forms and Document Services for price estimating.
Forms Designer		7. Determines most economical printing method and advises Requester to send printing order directly to DMB Rapid Copy Center or to go to next step.
		<b><u>Over 1,000 Copies Per Page OR Material That Cannot Be Reproduced at a Rapid Copy Center</u></b>
Division's Forms Liaison		8. Places order according to Procedure PT-03072.

**End**