

# Title I Publications Procedures

1. Ensure a campus budget has been established for publications. Print Shop charges will be coded to the 6200 Professional/Contracted Services account. If a budget code has yet to be established, submit a budget amendment creating a 6200 Professional/Contracted Services account.

SAVE PRINT EMAIL			DISD PUBLICATIONS CENTER COPY REQUEST		Campus/ Dept.
Name:	Grade:	Phone/Ext. #	Budget # to be charged		
Document Name:			REQUIRED:		
Quantity Needed:			WILL PAY AT PICKUP: <input type="checkbox"/> PTA <input type="checkbox"/> Booster Club		
Date Needed:			Check Options		
<b>Copyright Notice</b> (Originator of work order must check one box and initial.) <input checked="" type="checkbox"/> Copyrighted materials, I have permission to reprint <input type="checkbox"/> Not copyrighted Initial _____			<b>COPY BASICS:</b> <input type="checkbox"/> 1-Sided <input type="checkbox"/> Mixed <input type="checkbox"/> 8 1/2x11 Paper Cardstock <input type="checkbox"/> 2-Sided Originals <input type="checkbox"/> 8 1/2x14 Paper Cardstock <input type="checkbox"/> 11x17 Paper Cardstock <b>By Page</b> (see op. in separate sheet) <input type="checkbox"/> (1-1-1; 2-2-2; 3-3-3, etc.) <b>By Set</b> (1-2-3; 1-2-3; 1-2-3, etc.) <b>Finishing:</b> <input type="checkbox"/> 1-Staple <input type="checkbox"/> Half <input type="checkbox"/> 2 Staples <input type="checkbox"/> Tri-Fold <input type="checkbox"/> 3-Hole Drill <input type="checkbox"/> Cut		
<b>Color Selection</b> <b>8 1/2 X 11 PAPER</b> <b>Pastels</b> <input type="checkbox"/> Blue <input type="checkbox"/> Buff <input type="checkbox"/> Cherry <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Green <input type="checkbox"/> Ivory <input type="checkbox"/> Orchid <input type="checkbox"/> Pink <input type="checkbox"/> Salmon <input type="checkbox"/> Tan <input type="checkbox"/> Yellow <b>Astrobright</b> <input type="checkbox"/> Blue (Celestial) <input type="checkbox"/> Blue (Lunar) <input type="checkbox"/> Green (Kelly) <input type="checkbox"/> Green (Lime) <input type="checkbox"/> Orange <input type="checkbox"/> Orange (Cosmic) <input type="checkbox"/> Pink (Pulsar) <input type="checkbox"/> Purple (Planetary) <input type="checkbox"/> Red <input type="checkbox"/> Yellow (Solar) <b>Parchment</b> <input type="checkbox"/> Aged <input type="checkbox"/> Natural <input type="checkbox"/> Blue <input type="checkbox"/> Gray <b>8 1/2 X 11 CARDSTOCK</b> <b>Pastels</b> <input type="checkbox"/> Blue <input type="checkbox"/> Cream <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Green <input type="checkbox"/> Ivory <input type="checkbox"/> Orchid <input type="checkbox"/> Pink <input type="checkbox"/> Tan <input type="checkbox"/> White <input type="checkbox"/> Yellow <b>Astrobright</b> <input type="checkbox"/> Blue (Celestial) <input type="checkbox"/> Blue (Lunar) <input type="checkbox"/> Fushia <input type="checkbox"/> Green (Lime) <input type="checkbox"/> Green (Kelly) <input type="checkbox"/> Orange (Cosmic) <input type="checkbox"/> Pink (Pulsar) <input type="checkbox"/> Purple (Planetary) <input type="checkbox"/> Red (ReEntry) <input type="checkbox"/> Red (Rocket) <input type="checkbox"/> Yellow (Solar) If no color is selected, copies will be printed on white paper.			<b>COLOR COPIES:</b> <input type="checkbox"/> 2-pt <input type="checkbox"/> 3-pt <input type="checkbox"/> 4-pt <b>ADD'L Items:</b> <input type="checkbox"/> Business Cards <input type="checkbox"/> Envelopes <input type="checkbox"/> Labels <input type="checkbox"/> Laminate <input type="checkbox"/> Notepads <input type="checkbox"/> Scanning <input type="checkbox"/> Tabs <b>COVERS/INSERTS:</b> <input type="checkbox"/> Cardstock <input type="checkbox"/> Paper Color _____ <b>BINDING:</b> <input type="checkbox"/> Tape <input type="checkbox"/> GBC <input type="checkbox"/> Spiral <b>POSTERS:</b> <input type="checkbox"/> Color, 20 x 30 <input type="checkbox"/> foam board <input type="checkbox"/> laminate		
<b>★★ Special Instructions ★★</b> _____ _____ _____			<b>Approval Signature:</b> _____ <b>Date:</b> _____ (Principal or Designee - if required by your campus)		
<b># of Originals</b> _____ <b># of Copies</b> _____ <b>TOTAL COST</b> _____			Copied by: _____ Date: _____ PAID _____		

2. Complete the fields on the DISD Publications Center Copy Request by hand.
3. Submit to Publications.

Denton Independent School District PUBLICATIONS CENTER SEPTEMBER 2013					
DIVISION/CAMPUS	DEPT.	DATE	ORIGINATOR	DOCUMENT TITLE	
Curriculum & Instruction	FEDR	9/16/2013	Roxanne Phillips	Compacts	Cost of Straight Copies: \$280.52
			Special Project Description:	Additional cost of 2 part ncr copies	Cost of Special Project: \$911.69
			Budget # Charged	2114-61-00-999-24-000-6294	Document Total: \$1,192.21
Monthly Copy Totals 14426					
Curriculum & Instruction	FEDR	9/19/2013	Roxanne Phillips	Compacts	Cost of Straight Copies: \$2.00
			Special Project Description:	Additional cost of 2 part ncr copies	Cost of Special Project: \$6.50
			Budget # Charged	2114-61-00-999-24-000-6294	Document Total: \$8.60
Monthly Copy Totals 14426					
Curriculum & Instruction	FEDR	9/23/2013	Roxanne Phillips	Compacts- 2SE & 2SB	Cost of Straight Copies: \$2.00
			Special Project Description:	Additional cost of 2 part ncr copies	Cost of Special Project: \$6.50
			Budget # Charged	2114-61-00-999-24-000-6294	Document Total: \$8.60
Monthly Copy Totals 14426					
Curriculum & Instruction	FEDR	9/27/2013	Roxanne Phillips	Compacts Spanish - Hodge 506	Cost of Straight Copies: \$2.00
			Special Project Description:	Additional cost of 2 part ncr copies	Cost of Special Project: \$6.50
			Budget # Charged	2114-61-00-999-24-000-6294	Document Total: \$8.60
Monthly Copy Totals 14426					

4. Publications will send out monthly billings to the campus secretary and to the Secretary of School Improvement and Support.
5. The Secretary of Federal & State Programs enters the total amount(s) of the billing onto the corresponding campus Title I Excel Spreadsheet(s) in the “Encumbrance” column.

Lee Elementary			2118-11-00-104-24-000-6200		Consultants and Printing Instructional (Classroom)			
Date Ordered	PO # or Check Req	Vendor Company	Description	Object Code	Date Received	Encumbrance	Expenditure	Balance
			Beginning Balance					508.00
09/20/17	N/A	Publications	2017 August Print Shop	6254	N/A	362.17	362.17	137.83
			BUDGET AMENDMENT INCREASE FROM 2118-11-00-104-24-000-6200				1,000.00	1,137.83
10/16/17	N/A	Publications	2017 September Print Shop	6254	N/A	1,088.78	1,088.78	49.05

Notes: According to the TEA Guidelines Related to Specific Costs, printing costs are allowable when documentation demonstrates that they are reasonable and necessary. Any multi-color printing must be reasonable in cost and must be necessary to carry out the objectives of the grant program. Documentation must be maintained demonstrating that any such costs are reasonable and necessary.