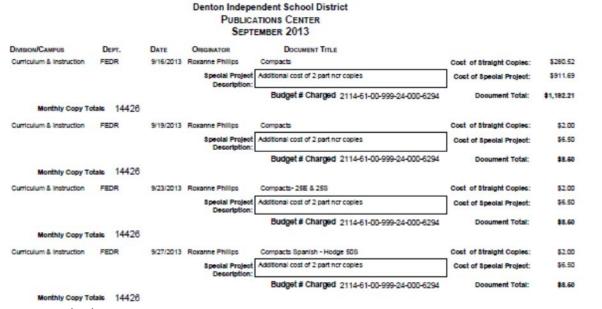
## **Title I Publications Procedures**

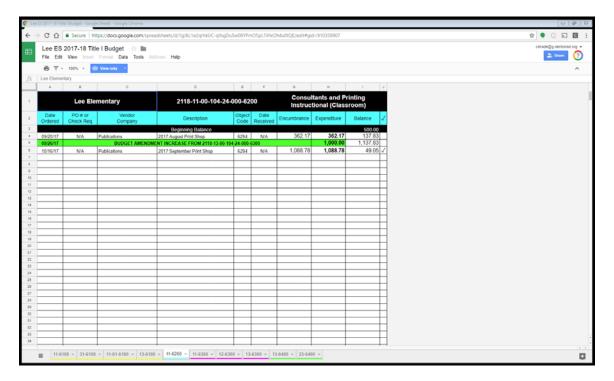
1. Ensure a campus budget has been established for publications. Print Shop charges will be coded to the 6200 Professional/Contracted Services account. If a budget code has yet to be established, submit a budget amendment creating a 6200 Professional/Contracted Services account.

SAVE PRINT	EMAIL		
DISD PUBLICATIONS CENTER COPY REQUEST Campus/ Dept.			
Name:	Grade: Phone/ Ext. #	Budget # to be charged REQUIRED:	
Document Name:	·	WILL PAY AT PICKUP: PTA Booster Club	
(Originator of work of	Date Needed:  Tight Notice rder must check one box and initial.) sion to reprint Not copyrighted Initial	Check Options	
	Selection  8½ X 11 CARDSTOCK  Pastels Astrobright	(1-1-1; 2-2-2; 3-3-3, etc.)  □ By Set (1-2-3; 1-2-3, etc.)  Finishing: Fold:  □ Cardstock □ Paper  Color □ Laminate □ Notepads	
Buff   Blue (Lunar)   Green (Kelly)   Gold   Green (Lime)   Gray   Orange   Green   Cosm	Cream	2 Staples	
Orchid Purple (Planeta	y) Pink Purple (Planetar		
☐ Salmon ☐ Yellow (Solar) ☐ Tan ☐ Parchment ☐ Yellow ☐ Aged	White Red (Rocket) Yellow Yellow (Solar)	Approval Signature:	
White   Natural   Blue   Blue   Gray	If no color is selected, copies will be printed on white paper.  69-0083 or 369-0082	# of	

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



- 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.



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.

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