



COPY CENTER ORDERS PROCEDURE (CPY-P001)
Clarksville-Montgomery County School System

1.0 SCOPE:

1.1 This procedure outlines the process of ordering printed material via the printed materials work order from the Clarksville-Montgomery County School System's copy center.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

2.1 Copy Center Coordinator

3.0 APPROVAL AUTHORITY:

3.1 Director of Community Relations and Continuous Improvement

4.0 DEFINITIONS:

4.1 Camera Ready: A document ready to be printed as is without adjustments.

5.0 PROCEDURE:

5.1 Completed Communications Work Order (COM-F014) is forwarded to copy center.

5.2 Continuous Improvement Coordinator is contacted for form number, if needed.

5.3 Work order is logged in.

5.4 Work order is processed as follows:

5.4.1 If work order needs to be designed or reset, it is given to the graphic designer.

5.4.2 If work order is camera ready or digital, the technician looks at time frame when needed and completes the job accordingly.

5.4.3 Director of Community Relations and Continuous Improvement Is contacted if work order does not follow the standard procedure.

5.5 Completed work order is dated and filed by month and year.

5.6 Printed documents are delivered to requestor via warehouse courier.

6.0 ASSOCIATED DOCUMENTS:

6.1 Communications Work Order (COM-F014)

6.2 Camera Ready Documents

6.3 Digital Documents

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Work Orders	Filing cabinets and/or Server	3-5 years		Discard as Desired Secured Building
Camera Ready Documents	Filing cabinets and/or Server	As long as document is used		Discard as Desired Secured Building



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Digital documents Server

As long as document
is used

Discard as Desired

Secured Building

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
2/12/04		Initial Release
4/01/04	A	Clarify 4.1, 5.2, 5.4.3, 5.4.4 and update flowchart
6/27/07	B	Scope revision
2/24/10	C	Issue new document number from PRT to CPY
5/1/15	D	Changed print shop to copy center, replaced process management
4/9/18	E	2.0 and 3.0, updated job titles. Replaced reference to COM-F001 with COM-F014.



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9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in “Exhibit A” of this procedure.

*****End of Procedure*****

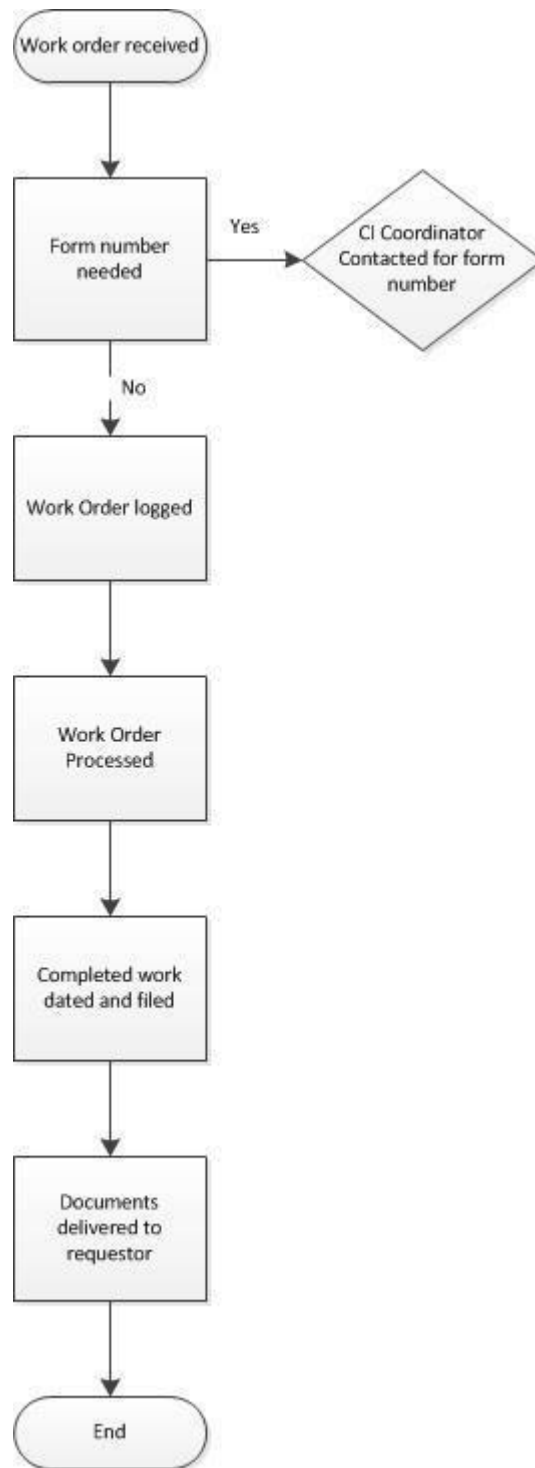


Exhibit A