

**WHITE PLAINS CITY SCHOOL DISTRICT  
INFORMATION ON BOCES PRINT CENTER  
USAGE & PROCEDURES  
SEPTEMBER 2019**

**BOCES print center** has requested that we remind staff of the following:

- If you do not have an electronic file of your document, please use the scanners in your buildings to create a pdf to attach to your request.
- **NO DROP-INS TO THE BOCES PRINT CENTER**
- **All requests should be in Black & White and 2-sided, when possible. Color prints and binding should be the rare exception.**
- The administrator in the building is responsible for **approving color print jobs** sent to the BOCES print shop. Forms will be used to support payment of the monthly charges from BOCES. \*
- If it is determined that copies must be made, **THE FOLLOWING CRITERIA SHOULD BE USED WHEN SENDING JOBS TO THE BOCES PRINT CENTER:**
  - Multi-page documents greater than **300 copies**
  - Multi-page documents greater than **50 pages**
- Jobs that require folding, such as playbills, program guides, etc.
- Jobs that require documents to be bound, such as math workbooks, handwriting workbooks, budget books, etc.

**THE FOLLOWING CRITERIA SHOULD BE USED WHEN DETERMINING IF A JOB SHOULD BE SENT TO THE BOCES PRINT CENTER:**

- Turnaround time – **BOCES PRINT CENTER REQUIRES 4 DAYS TO COMPLETE SIMPLE JOBS AND 5-7 DAYS FOR COMPLEX PRINT JOBS.**
- Requester must complete the LHRIC Copy Service Print Request form found on the district website under Business Office; Copy Center.
- **COPYRIGHT LAW Board Policy 6160:** please see attached Board of Education policy to ensure compliance.

\* Requests from the PTA should be routed to the Purchasing Director for approval.