

**WHITE PLAINS CITY SCHOOL DISTRICT
INFORMATION ON BOCES PRINT CENTER
USAGE & PROCEDURES
MAY 2018**

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

- Please use the scanners in your buildings or computers to send print jobs to the BOCES copy center.
- If a job cannot be sent electronically, it should be sent through inter-office mail.
- **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 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 forms.
- Completion date must be included and not say ASAP; it will be returned for a specific date.
- All forms must be filled out completely, or the request will be delayed.
- If you are sending your print job electronically, please scan the request form and send both to BOCES Printer Center at gruggerio@lhric.org
- **COPYRIGHT LAW Board Policy 6160:** please see attached Board of Education policy to ensure compliance.

* PTA Copy Requests that are not school activity related will be billed for reimbursement.