

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 2575-8
SUBJECT: PRINTING REQUISITION (No. 8208-00)	DATE OF ISSUE: 06/18/80 <hr/> REVISIONS: 08/07/85; 11/15/86; 08/01/96 <hr/> PREPARING OFFICE: ASSOCIATE SUPERINTENDENT

I. PURPOSE:

To establish procedures for printing services.

II. PERSONNEL AFFECTED:

Administrators

III. GENERAL INFORMATION:

All requests for printing services should be made on a printing requisition Form No. 8208-00.

IV. PROCEDURE:

- A. All requests need to be approved by an administrator or supervisor.
- B. All requests can be hand-delivered or delivered by district pony mail service to the print shop at Central Services.