

Colorado Springs School District 11



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Management Directive from the Superintendent

Date: July 1, 2014

Subject: Management Directive – Printing and Copying Services

Management Directive #: MD-D2

Purpose:

To provide direction to all Colorado Springs School District 11 schools and departments when seeking printing and copying services, products, and equipment. The District's printed/copied materials must be of high quality and produced in a cost effective manner. The District's Production Printing Department will serve as the professional point of contact for all printing and copying services, products, and equipment needs of district schools and departments for which charges are assessed. In this capacity, the Production Printing Department will:

- Assess all school and department printing/copying services, products, and equipment needs to determine if each requirement can be done by the Production Printing Department in-house, in a timely and cost effective manner.
- Maintain current relevant information on external vendor printing/copying capabilities, equipment and costs and assist departments and schools in finding a timely, cost effective alternative if the work cannot be done in-house.
- Assist with adherence to the District's style guide, and provide technical assistance in evaluation of production costs for various publication formats, sizes, color versus black and white, etc.

District departments and schools should always consult the Production Printing Department before turning to external printing or copying businesses for support. Exceptions may be considered for emergency circumstances.

Directive:

The District's Production Printing Department is the professional point of contact for all printing and copying services, products, and equipment needs of district schools and departments for which charges are assessed. Except in emergency situations, all district departments and schools will consult the Production Printing Department before turning to an external printing and/or copying business for support.

Signed:  Date: 7-1-14
Dr. Nicholas M. Gledich
Superintendent of Schools