



Business Office: Printing Services

General Information: All the costs related to printing services are charged to individual Facilities Departments based upon order. The general orders include recycled copy paper, color copy paper, daily time sheets, sales order form, business cards, ISU nametags, envelope, etc.

Main Contact

- Printing Orders – Annie Jorgensen or Karen Long (Customer Service)

Procedure:

1. The requestor will submit the completed Printing Request Specifications form.
 - Copy Paper
 - Specific Services i.e. daily time sheet, material charge slips, and etc.
2. Business Manager will review and verify information:
 - Add the appropriate account number (typically use “General Revenue” account)
 - Object Code: 691910 (University Communication Printing)
 - Stamp the received date
 - Sign and approved by
3. Business Manager will send the original request form to Printing Services (Campus Box 3420).
4. Business Manager will get the delivery receipts from receiver or Printing Services.
5. Business Manager will verify all charges on the receipts before proceeding with the payment.
6. Printing Services will complete a journal entry through Datatel. The process occurs monthly.

Print Job	Account Number
Key Receipts	10400-07-900000000-691910
PPO/PPS Copy Paper	10400-07-900000000-691910
Nametags	10400-07-900000000-691910
Material Charge Slips	10513-07-900920000-691910
Daily Time Sheets	10513-07-900400000-691910
Leave Requests	10513-07-900400000-691910
GR Departmental Jobs	10400-07-900XX0000-691910

Supporting Document

- Printing Request Specifications form (File Location: FAC Public (P Drive) > Forms)



Printing Request
Specifications Form.pc