



Commonwealth of Pennsylvania
GOVERNOR'S OFFICE

MANAGEMENT DIRECTIVE

220.9 Amended
Number

Subject:

Graphic Design, Typesetting, Reproduction, and Printing Services

By Direction of:

James W. Brown, Secretary of General Services

Date:

June 4, 1987

Graphic design, typesetting, reproduction, and printing services from commercial vendors and DGS facilities are to be requested in accordance with this directive.

1. SCOPE.

a. Applies generally to graphic services (art, composition, **signs**, and printing) available from either commercial vendors or the Department of General Services (DGS).

b. The procedures in this directive supplement those in manuals M210.4, *Forms Management*, and M210.6, *Publications Management*. The manuals contain detailed standards and technical information relating to the development of forms and publications.

2. **DEFINITION.** **Management officer.** Person or persons designated pursuant to Act 1982-256 to manage either a forms or a publications program, or both.

3. **POLICY.** The declaration of policy in Act 1982-256 places responsibilities directly on agency management officers to review and approve the use of forms and publications. Management officers should be involved in the development of forms and publications from conceptualization to distribution.

4. RESPONSIBILITIES.

a. **Each management officer is to:**

(1) compose, administer, and revise, as necessary, their agency's forms and publications management programs;

(2) coordinate the activities of those people in their agency who are involved in any aspect of forms and publications development and management;

(3) approve for use or printing only those forms and publications necessary for the efficient operation of their agency;

(4) maintain an inventory of and data relating to costs of forms and publications in use in their agency; and

(5) request printing and related services for forms and publications in accordance with the procedures below.

b. **The Bureau of Publications and Paperwork Management (BPPM), DGS, will:**

(1) provide planning assistance on forms and publications;

(2) review all requests for printing to determine the most effective method, commercial or in-house;

(3) determine the best means of design and production of forms and publications;

(4) provide typography, forms and publications design, typesetting, printing, reproduction, and sign making services; and

(5) provide quick copy services at selected locations.

c. **The Bureau of Space and Facilities Management, DGS, will provide** reproduction services for certain oversize documents.

5. PROCEDURES.

a. Requests for typography, publications and forms design, typesetting, reproduction, and printing services are to be processed as shown in Procedure 1.

b. Requests for quick copy services are to be processed as shown in Procedure 2.

c. Requests for the reproduction of oversize documents and drawings are to be processed as shown in Procedure 3.

d. Requests for signs are to be processed as shown in Procedure 4.

e. **Four-color printing.** To reduce costs, four-color printing on state publications, particularly those intended for internal government use, is prohibited.

f. **Stationery.** Certain restrictions are placed on the use of stationery, including letterheads, envelopes, memo cards, invitations, and business cards. Management officers and procurement personnel should be familiar with these restrictions and reject requests for printing that do not comply. Except as shown below, stationery will be standard printing on standard paper or envelope stock in one color ink.

(1) Engraved stationery with the gold state seal and coat of arms is permitted only for the Governor, Lieutenant Governor, judges, department secretaries, cabinet officers, and designated members of the Governor's senior staff.

(2) Thermographic (raised print) stationery in a maximum of two colors (no gold seal) is permitted for executive deputy secretaries, assistants to the Governor, chairpersons of boards and commissions, and heads of institutions.

(3) The printing of business cards at Commonwealth expense is restricted to officials at the bureau director or higher level and to individuals whose positions require frequent contact with the public,

(4) The composition, artwork, and printing of personalized memorandum pads and their reproduction by or for employees of the Commonwealth is prohibited. Standard Forms STD-502, **Desk Memorandum**, and STD-509, **Call Memorandum**, are the official pads used for informal correspondence.

g. See also manual M210.4, **Forms Management**, for detailed information on that program.

6. **RESCISSIONS.** Management Directives 210.3, 210.7, 220.6, 220.7, and 220.8 and manuals M220.2 and M610.6.

1 Enclosure:
Procedures.

This amended version replaces in its entirety Management Directive 220.9, dated August 1, 1984.

Procedure 1: Graphic Design, Typesetting, Reproduction, and Printing Services.

Action By	Step	Action
Originator.	1.	Submit verbal or written request to agency management officer for review of need and specifications.
Management Officer.	2.	Review printing request for need, design, character, quantity, method of distribution, and related costs. Consult with the Planning Division, BPPM.
	3.	Prepare or have prepared Form STD-3, Forms Specification , in triplicate or Form STD-581, Prepublication Planning , Forward appropriate forms to Planning Division, BPPM.
Planning Division, BPPM.	4.	Propose the most cost-effective method of reproduction and notify the agency management officer of use of commercial or in-house production sources.
Agency.	5.	Go to Subprocedure A for commercial printing or Subprocedure B for in-house printing.

Subprocedure A: Commercial Printing. (The ICS purchase requisition subsystem is used for electronic procurement. Agencies not using the PF? subsystem are to follow this procedure.)

Action By	Step	Action
Agency.	A1.	Prepare Form STD-173, Purchase Requisition , including complete printing specifications and any camera-ready copy (text, photographs, transparencies, illustrations, etc.) that the agency can furnish.
	A2.	Obtain agency approvals.
	A3.	Retain copy 3 and send all other copies of STD-173 and all camera-ready copy to Planning Division, BPPM.
Planning Division, BPPM.	A4.	Contact the agency management officer concerning any revisions to the specifications.
	A5.	Estimate and enter appropriate cost, contract number, and vendor number on all copies of STD-173. Send copies 1 and 2 to agency comptroller.
Comptroller.	A6.	Conduct pre-audit.
	A7.	Affix signature to all copies of STD-173. Return copy 1 to Planning Division, BPPM.
Planning Division, BPPM.	A8.	Issue purchase order to vendor and distribute copies.

Subprocedure B: In-House Printing.

Action By	Step	Action
. Originator. .	B1.	Prepare Form STD-7, Composition Reproduction Request , and necessary copy, samples, or sketches. Order Form STD-7 through normal channels.
. Management . Officer.	B2.	Review form for completeness and accuracy. Signs agency approval.
. .	B3.	Send copies 1 through 7, complete with carbon , to Planning Division, BPPM. Include necessary copy, samples, sketches, or mechanicals.
. Planning . Division, BPPM.	B4.	Prepare any art or composition work. Send proofs and copy 6 of STD-7 to agency.
. Originator. .	B5.	Review proofs, sign, and return proofs and copy 6 of STD-7 to Planning Division, BPPM.
. Planning . Division, BPPM.	B6.	Send copies 1 through 7 to Printing Division, BPPM, where reproduction work is scheduled.
Printing Division, BPPM.	B7.	Notify requesting agency when work is completed. Make arrangements for pick up or delivery of work.
. .	B8.	Include copy 7 of STD-7 as a packing slip with completed work.
. .	B9.	Retain copies 1, 2, and 6 of STD-7 and forward copies 3, 4, and 5 to Central Services Comptroller for billing.
Management Officer or Designee.	B10.	Receipt for completed work at time of pick up or delivery.
. Central Services . Comptroller.	B11.	Produce Form STD-925, <i>Invoice</i> .
. .	812.	Send copies 1, 2, and 3 of STD-925 and copies 3 and 4 of STD-7 to requesting agency comptroller.
. .	B13.	Send copy 4 of STD-925 to Accounts Receivable Section.
. .	814.	Retain copy 5 of STD-925 and copy 5 of STD-7 in Billing Section.
. Requesting Agency Comptroller.	B15.	Receive and process STD-925 and STD-7 for payment.

Procedure 2: Quick Copy Services.

The quick copying of documents is recommended only when small quantities are needed. Generally, quick copy service is less expensive than the use of local copying machines but more expensive than in-house reproduction through the Printing Division. STD forms should not be reproduced by agencies through any means.

Quick copy services are available in the following quantities on 8 1/2 x 11, 8 1/2 x 13, and 8 1/2 x 14 inch paper, printed on one or both sides, black ink only. White or colored paper and card stock is available, with collating, stapling, and a limited reduction capability.

Centers are located at:

<p>1 original. up to 2,000 no collation</p> <p>2 originals up to 2,000 no collation</p> <p>3 originals, up to 800</p> <p>4 originals up to 700</p> <p>5 originals up to 600</p> <p>6-10 originals up to 500</p> <p>11-20 originals up to 400</p> <p>21-50 originals up to 300</p> <p>51-100 originals up to 250</p>	<p>Room B-05, Health and Welfare Telephone 7-2001 Open from 8:00 a.m. to 5 p.m.</p> <p>Room 411, Executive House Telephone 3-1662 Open from 8 a.m. to 4:30 p.m.</p> <p>110 South 17th Street Telephone 7-8884 Open from 8 a.m. to 5 p.m.</p>	<ul style="list-style-type: none"> • • • • • • • •
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Action By	Step	Action	
Requesting Agency.	1.	Prepare Form STD-8, <i>Quick Copy Order</i> , available through normal channels.	•
	2.	Obtain approvals as required by internal procedures.	
	3.	Forward copies 1 through 5 to the nearest DGS Quick Copy Center with the material to be copied.	
	4.	Retain copy 6.	
Quick Copy Center.	5.	If job meets criteria for quick copy work, complete the job. If not, forward to the Printing Division for reproduction.	
	6.	Notify agency when work is completed or provide a completion date at time of receipt of STD-8.	
	7.	Include copy 5 of STD-8 as a packing slip with completed work.	
Requesting Agency.	8.	Pick up completed work and originals and sign STD-8 as a receipt.	
Printing Division.	9.	Retain copy 1 of STD-8 and forward copies 2, 3, and 4 to Central Services Comptroller for billing.	

Action By	Step	Action
Central Services Comptroller.	10.	Produce Form STD-925, <i>Invoice</i> .
	11.	Send copies 1, 2, and 3 of STD-925 and copies 2 and 4 of STD-8 to requesting agency comptroller.
	12.	Send copy 4 of STD-925 to Accounts Receivable Section.
	13.	Retain copy 5 of STD-925 and copy 3 of STD-8 in Billing Section.
Requesting Agency Comptroller.	14.	Receive and process STD-925 and STD-8 for payment.

Procedure 3: Oversize Documents and Drawings.

Equipment capable of reducing, enlarging, and reproducing oversize documents and drawings is available in Room 517 of the North Office Building. It will accept material up to 36 inches wide at any length with an output width of 24 inches at any length. Print stock will be paper or vellum with an option for polyester. Image sizes may be fixed at 50%, 65%, 100%, or 141% (at $\pm 0.5\%$) or may be varied degree by degree from 45% to 141% of an original.

It is possible to improve the print quality of a document or drawing and to restore drawings that have become worn, damaged, or defaced. The equipment permits the use of scissors and paste-up drafting techniques.

Charges are:

	Finished Output Material	Cost Per sq. Ft. of output
•	Bond paper	\$.70
•	Tracing paper (vellum)	1.10

Action By	Step	Action
Requesting Agency Representative.	1.	Hand carry document to Room 517, North Office Building.
	2.	Prepare Form GSMS-89 to include name of requesting organization and account code to be billed.
	3.	Give verbal instructions to equipment operator.
•		<i>NOTE: Requests for ten copies or less will be on an as-you-wait basis between the hours of 8:30 a.m. – noon and 1:00 – 3:30 p.m. Requests for more than ten copies must be scheduled in advance. DGS reserves the right to limit the number of reproductions to be provided at any time – based on work load and availability of an operator.</i>
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Action By	Step	Action
Requesting Agency Representative.	4.	When completed, sign GSMS-89 to acknowledge receipt of services.
DGS.	5.	Billing for services will follow established procedures.

Procedure 4: Signs.

Action By	Step	Action
Originator.	1.	Prepare STD-560, <i>Work Request</i> , describing in detail (attaching samples or sketches if necessary) work to be performed.
	2.	Sign STD-560 on the APPROVED BY line.
	3.	Retain copy 3 of STD-560 and forward copies 1 and 2 to the Printing Division of BPPM, 110 S. 17th Street. •
Printing Division, BPPM.	4.	Review STD-560 for need and method of production, •
	5.	If request is appropriate for the sign shop, forward to the shop for completion. (If inappropriate, determine best method of production and coordinate changes with the originator.)
Sign Shop.	6.	Upon completion, notify originator for pick up or delivery.
Originator.	7.	Sign copy 2 as acknowledgement of receipt of acceptable finished work.
Printing Division.	8.	Determine any cost factors and arrange for billings, if applicable.