# Policy (copying/printing)

State agencies are required to use State Printing and/or Copy Services for state agency printing. Check with them on any specialty printing to determine if an outside source is needed.

# Procedures

## Copy services (quick turnaround/small orders (flyers, reports, etc.)

**Copy Services** [asmateriel.copyservices@nebraska.gov](mailto:asmateriel.copyservices@nebraska.gov) (402) 471-2891

1. Complete a Copy Center Requisition and email to Copy Services attaching files of items to be copied. The requisition includes date/time needed, # of copies, paper size/color/weight, color vs. black/white, finishing (folding, stapling, trimming, etc.), and method of delivery and date needed.
2. Print copy of the Requiition for Accouning
3. Printing delivered will have a copy of the Requisition with the amount of the bill posted on it, give copy to Accounting.

## Print shop (Business cards, envelopes, large quantity brochures

**Print Shop** (402) 471-2826

Order process

1. Request an estimate from Print Shop by email • Log into my.ne.gov (password required, request from Print Shop) <https://my.ne.gov/argus/portal/AccessibleApps.do>

• Complete on-line order which includes an ATP Requisition # (available on a clipboard in Steve’s office), Address Book #577534, details of the order: finished size, quantity, paper, color, finishing (folding, trimming, stapling, etc.), date needed, delivery to staff person, etc.

• Upload files to be printed on the last screen of the order. Before submitting click Print at the bottom of the page and save a PDF of the order for yourself and print a copy to give to Accounting. Add a 6 digit code for billing if needed.