How to Submit a Print and Check Request



Step 1:

Download the New Print Request form and Print Request Cost Estimator to **vour** computer from the KISD Print Shop website (https://www.killeenisd.org/print_shop)



Home Departments Print Shop



The Mission of the KISD Print Shop is to assist administrators and tea with a quality printing service in a timely, cost effective manner.

The Print Shop has the capability to produce a wide variety of printed products to include posters, banners, brochures, carbonless forms, programs and other printed material needed by the District. We operate and maintain a variety of equipment including two offset presses, one black and white copier, one color production printer, one wide format printer, a large capacity folder, industrial guillotine cutter, and multiple bindery machines.

We are continuously adding additional services that will aid in the education of our students.

Address: 3004 Atkinson Ave Killeen, TX 76543-4015 Phone: (254) 336-0576

- ➤ 2020 Print Request Cost Estimator
- ➤ 2020 Print Request Form
- KISD Printing Services Booklet
- ➤ Print Shop Guidelines

DO NOT FILL OUT PRINT REQUEST FORM IN WEB BROWSER

Step 2:

Open New Print Request form in Adobe Reader.



Step 3:

Fill out New Print Request form

person to l there are a	formation for be contacted if any questions			Print Shop Job No. Use Only!	Your 3 Digit Org Number
F	PRINTING EMAIL ADDRESS	School, Department, Or Organia	PHONE	Organization # NUMBER NEEDED BY DATE?	
	Job Description]
AT 1 C	r of pages in				
Number of pages in boriginal document	JOB REQUIREMENTS — Please Fill In or Check All Applicable Categories				(Please give extra time for large
JUNE	NO. OF PAGES	ONE-sided printing TWO-sided printing	Mixed one-and two-s		that require paper not kept in stock)
PRIN	please D COLOR DRI A CIV O NAVI IITE				
Size of document when completely finished	tment letely Color (specify)				
FINISHING SERVICES	CHECK ONE ONE IN CORNER TWO ON SIDE SADDLE STITCH CHECK ONE PLASTIC COIL A 3 HOLE PUNCHED PADDING: Number OTHER BINDERY INSTRUCTIO OTHER BINDERY INSTRUCTIO			COMB BINDING	
W	New/Revised File Use vers	l information er, black &	PRINT SHOP USE B&W Impressions Color Impressions Materials: Plates: Ink: Typesetting: Binding: Padding:	s:	PRINT SHOP USE ONLY!
DELIVER	CUSTOMER PICK UP	\$	Boxes:	\$ l: \$	

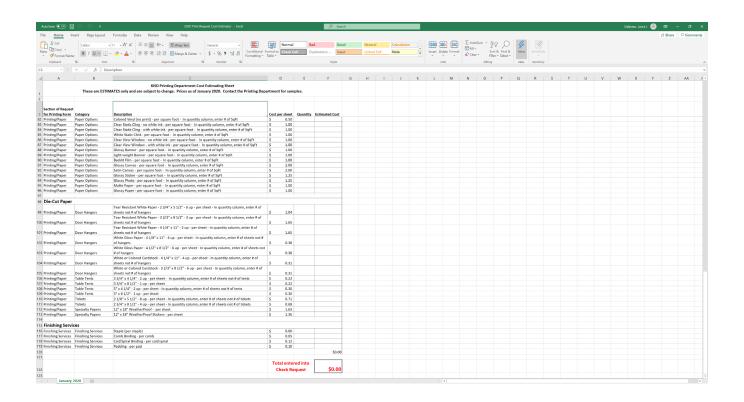
For reference use only.

Pricing can be found on the KISD Print Shop Website or in the Printing Services Booklet

Step 4:

Complete the Print Request Cost Estimator to find Estimate to use when submitting Check Request

Final Estimated Price will be found on line 122 (add \$5.00 to line 122 for Carbonless Paper, Letterhead, Envelopes, and Temporary ID's)



Step 5:

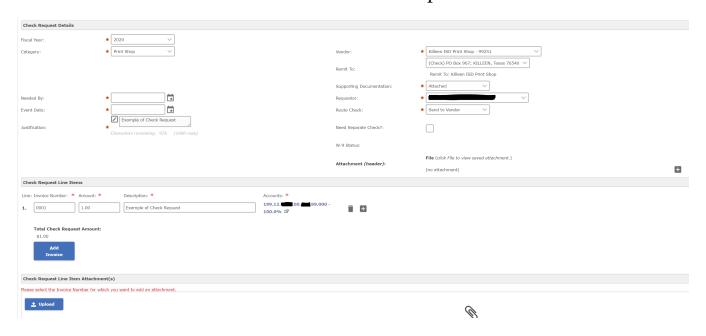
Using this Estimated Price, Submit a Check Request

Reminders:

- You must fill in EVERYTHING above Job Requirements.
- Incomplete Print Requests will be denied, which will delay the Print Job.
- This is just an Estimate. Final price is subject to change once Print Job has been completed.

Step 6:

Submit a Check Request



Check Request Details

- 1. Fiscal Year:
- 2. Category: Print Shop
- 3. Select Vendor Killeen ISD Print Shop
- 4. Supporting Document Attached
- 5. Needed by: (Date you are needing job completed by)
- 6. Requester
- 7. Event Date: (Date you submit request)
- 8. Route Check Send to Vendor
- 9. Justification: Print Request
- 10. Need Separate Check?- UNCHECK

Check Request Line Items

- 1. Invoice Number: (Invoice number will be assigned by print shop after order is received. Please fill in with 0001, 0002, 0003, etc. Each Line must have a different number.)
- 2. Amount: Price Estimate (Use price from Print Request Cost Estimator in Step 4)
- 3. Job Description
- 4. Budget Code to be charged

(To add multiple Print Requests to Check Request click Add Invoice)

Check Request Line Item Attachment(s)

NOTE: Each Line needs to have a Print Request Attached to it

- 1. Attach Request for Printing form (Located on the KISD Print Shop website)
- 2. Submit for approval

Remember:

• You can submit multiple Print Requests on One Check Request as long as the Invoice Number is different.

Examples of Common Print Requests





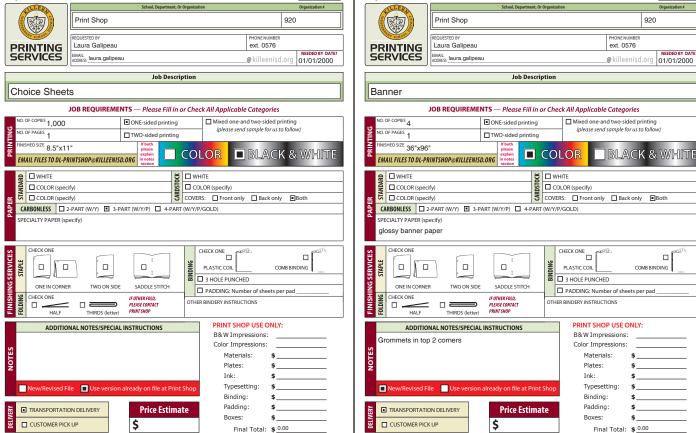
Job No.

920

COMB BINDING

Job No.

920



IMPORTANT REMINDERS

- Print Requests must remain **Digital** and **Fillable** at all times.
- Print Requests can NOT be printed, scanned, and then attached to the Check Request.
- You can **NOT** add any additional pages to the Print Request file.
- It is the responsibility of the person submitting the request to calculate the Cost Estimate.
- Check Requests will be denied if the Print Request is not filled out completely and/or attached correctly.
- This Print Request is a general form that may not cover everything, please do your best to complete based on the job you are requesting before you call the Print Shop.
- Print Jobs will not be started until a fully Approved Check Request and
 Print Ready pdf file is received by the Print Shop.
- New or revised files should be emailed to DL-PrintShop@killeenisd.org as well as indicated on the Print Request. Do **NOT** attach them to the check request. (The Print Shop will not print from files attached to check requests)