

ORDERING PRINTING SERVICES

[Print Services](#) is an in-house district printing and graphics design service that provides total customer service and a value-added product for customers in the district.

- **Description**

Department or site budget codes are required before jobs are designed or printed. Costs include paper, ink, toner, plates, negatives, set-up, cutting, folding, hand binding, etc., and delivery.

Funds are automatically transferred from each site's budget after the print job has been completed through inter-departmental billing (according to the budget code entered into SchoolDude at time of request). Estimates are provided at the request of the customer.

Print services work orders must be coded to an account with a 0854 (internal printing) object code to allow for proper tracking of funds and accurate reporting to the state.

Print services orders will show up on [APS GL Transaction History Download XML \(M367\)](#) reports under the budget code for which they were entered.

- **Procedure**

To enter a custom printing work order:

- See [Print Shop Ordering](#).
- [Access SchoolDude](#)
- See the [SchoolDude Requestor Guide](#)

To print or order district forms:

- Select form from [district forms](#) list. Print word document, excel or PDF to a local printer.
- View [ordering directions and request forms](#).