

Purchasing, Print Shop, & Warehouse S.O.P.

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MADERA UNIFIED

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updated information for this document, is available on the purchasing website

January 14, 2020

PURCHASING

All Purchases MUST go through the On-Line REQ system

Administrative Regulations

The purchasing of services, equipment and supplies shall be centralized in the Purchasing Department under the immediate supervision of the Director of Purchasing. No invoice submitted by a vendor shall be paid unless the purchase was made by the Purchasing Department or its authorized agent specifically designated by the Board of Education

Purchase Order/Contracts

The Purchasing Department shall be responsible for issuing purchase orders and/or contracts for materials purchased.

Price adjustments negotiation will be handled by the Purchasing Department.

All REQ's must go through the on line approval process prior to the purchasing department receiving the REQ. Once Purchasing receives the REQ to process (depending on the time of year) there can be a 5-7 business day turn around.

Once the Buyer has verified all backup and necessary documentation of the REQ, the PO is processed. From there the final PO and all backup is routed to the Director of Purchasing for approval. Once the Director has reviewed and approved the PO, it is then routed back to the Buyer.

Once the REQ has been processed, Purchasing emails a copy of the itemized PO to the vendor and the requestor for their records. Open PO's will be sent to the requestor only.

REQ's for Travel/Conference If you are entering a REQ for Travel/Conference, you must attach the approved travel request form for processing (**the person traveling or attending the conference cannot sign their own travel request, it must be signed by the immediate supervisor**)

When entering a REQ for a Conference -you need to enter the first and last name of those attending, where the conference is located and when the conference is taking place.

PO Cut Off dates-please be aware of the cut off dates on all the Open PO's. The PO is a contract and if purchases are made past the cutoff date, payment may be denied by the County, the person making the purchase would be liable for payment.

Year-End Cut Off Dates

If a REQ is entered after the cutoff date and the items ordered do not arrive prior to year-end, the PO will be rolled into the next year.

REQ Back up-it is important that the proper backup is attached to all REQ's-(i.e.: quote/cart information, pre-approved travel request, hotel and conference registration, etc.)

A REQ needs to be entered and a PO generated prior to taking delivery or having work done. Taking delivery or having work done without a PO is an unauthorized purchase, and the District is not responsible for making payment to that vendor.

Any REQ's \$10k or more are sent to SEC for review before Purchasing can process them. REQ's \$10K or more that have been Board Approved will be processed and do not require SEC review.

New Vendors

If a department/site is ordering from a vendor that is not currently set up, they are to contact the Purchasing Department prior to placing the order. Purchasing staff will see if the item can be purchased from an existing vendor. If not, Purchasing staff will notify the site that they are to provide Purchasing with a W-9 from the vendor so the vendor can be set up in the system.

Invoices

Invoices need to be sent directly to the Accounts Payable Department in order for the vendor to be paid, if you receive an invoice from the vendor, please be sure that it's sent to Accounts Payable immediately, do not hold invoices.

Significant changes between purchase order amounts and invoice amounts must be approved by the Purchasing Department.

Open Purchase Orders

The purpose of Open Purchases orders, are for miscellaneous needs and for annual support to field operations such as maintenance and transportation. No single item purchase over \$450.00 shall be purchased off an Open Purchase Order and no Technology (no matter the cost) shall be purchased using an Open Purchase Order.

All Open Purchase Orders shall have the names of those that are authorized to purchase off the Purchase Order. Notify Purchasing Department if Staff changes have occurred and removal or change of authorized users is needed. If you have stated on the Open PO a **"Not to Exceed"** amount, purchasing will not be able to increase that PO.

Book Orders

When submitting REQ's for books with attached list, they need to have a quote or shopping cart and need to include tax, shipping, and any other applicable fees.

Office Depot Line Item Orders

When creating an Itemized Office Depot PO, the order that you place in the Office Depot System must match the items listed on the REQ entered. Once it is entered into the Office Depot website, you need to utilize the PO within one month or the PO will be cancelled. (Please visit the purchasing website for an on-line tutorial for Office Depot ordering)

REQ Notes

It is extremely important to respond to notes/emails that are sent from Purchasing with issues regarding the REQ. If after communicating three times and purchasing does not have a response, the REQ will be sent back to "new".

Purchasing "Vendor Requisitions" & Stock Requisitions

Please refer to the **Purchasing Department website** under the **Purchasing Resources tab**.

Purchasing Limits

Bids/RFP

The Purchasing Department shall be responsible for securing necessary Bids/RFP's and preparing award recommendations for the purchases of supplies, equipment and certain services used by the District.

All purchases shall be by competitive bidding with awards to the lowest responsible and responsive bidder that meets the instructions, conditions and specifications in accordance with the following:

Purchasing Quick Reference Sheet

See Purchasing Guidelines Cheat Sheet

See Purchasing Guidelines Flowchart

Purchasing Guidelines Cheat Sheet

- All thresholds are based on annual and district wide totals.
- No goods or services can be purchased without a Purchase Order
- All bids must go through the Purchasing Department
- All Contracts must be Board approved
- Single item purchases over \$450 (including tax) must be purchased with a Purchase Order to be flagged as a Fixed Asset
- Student devices (i.e. Chromebook) will also be marked as Fixed Assets for tracking purposes

Component (Definition)	Bid Limits as of January 2018 \$95,200.00
Equipment, Materials, Supplies 20111(a) <u>Includes:</u> computer hardware, office equipment, athletic equipment, furniture, or vehicles <u>Exception:</u> Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks and Instructional computer software package.	Goods purchases \geq \$20,000 requires 3 quotes Goods purchases \geq \$95,200 (Bid Limit) requires formal bidding processes
Professional Services 20111 <u>Includes:</u> financial, economic, accounting, engineering, legal, or administrative matters if such persons are specially trained, experienced, and competent perform the special services required. <u>Exception:</u> Special services and advice under Government Code section 53060.	\geq \$95,200 (Bid Limit) requires formal bidding processes
Maintenance Routine, recurring and usual work for preservation or protection of any publicly owned, publicly operated facility for its intended purpose. Includes minor and routine repairs, landscape, and minor repainting	\$15,000 - \$24,999 Requires a PWC-100 and 3 quotes
Public Projects Work Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and any repair work involving publicly owned leased, operated facility.	\$25,000 - \$59,999 Requires 3 quotes, performance and payment bonds, and a PWC-100. \$60,000 - \$199,999 Requires the informal bidding process \$200,000 + Requires the formal bidding process
Time limits on Continuing Contracts: (Education Code Section 17596) Goods----- Services-----	3 years 5 years

Purchasing Guidelines Flowchart

Bid Thresholds are annual and District wide
(Bid Thresholds updated annually)

Fixed Assets are single item purchases over \$499 (tax included) and all student devices (i.e. Chromebooks)

No goods or services can be purchased without a signed Purchase Order (P.O.)

All Bids are required to be run through Purchasing.

Goods:
Includes, but not limited to, supplies, computer hardware, office equipment, athletic equipment, furniture, vehicles, etc.

Professional Service:
Financial, Economic, Accounting, Engineering, Legal, or Administrative

Construction Services
Is the project new construction, alteration, installation, demolition or repair?

Related items purchased over \$20,000?

Is the service a architectural and engineering service?

Requires RFP processes

Maintenance
Routine, recurring and usual work for the preservation or protection of any publicly owned, publicly operated facility for its intended purpose. (Includes, but not limited to, minor and routine repairs, landscape, and minor repainting)

Public Works
Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and any repair work involving publicly owned, leased, or operated facilities.

Related items purchased over \$90,200 (Bid Limit)?

Requirements: one quote

Professional Service Contract over \$90,200 (Bid Limit)?

Requirements: Board Approval

Is the project under \$15,000?

Requirements: 3 quotes

Requirements: 3 quotes PWC-100

Requirements: 3 quotes

Is the project under \$25,000?

Is the project under \$45,000?

Is the project under \$175,000?

Informal Bidding Required

Formal Bidding Required

Requirements: 3 quotes Performance & Payment Bonds PWC-100

Bid Limits

Public Works Projects

Purchases for Publics Works with expenditures from \$60,000.00-\$200,000.00 shall be purchased through the Informal bidding process, expenditures of \$200,000.00 and above shall be bid through the Formal bidding process and awarded to the lowest responsible and responsive bidder.

All Public Works projects with expenditures of \$25,000 and above shall require Performance and Payment Bonds.

All projects no matter the cost shall require proof of Insurance.

Purchases for Goods with annual expenditures of \$95,200.00 (this amount is adjusted annually) and above shall be purchases through the Formal bidding process and awarded to the lowest responsible and responsive bidder.

Piggyback Contracts

Purchases that are being made utilizing the use of a Piggyback contract shall be handled through the Purchasing Department and shall be Board Approved prior to orders being placed.

Exempt Items from the Bidding Process

Instructional Materials and Curriculum
Professional Services
Emergencies (as defined in PCC 20113)

Surplus/Obsolete Items

If you have any items that you need to get rid of that can be sold, please contact purchasing. The proceeds from sale of any items will be deposited into the District General Funds.

Textbooks/Library Books

Textbooks

Purchasing will work with the CIA Director regarding any obsolete textbooks. Once it has been determined that the book is no longer needed

Purchasing will then contact the vendor and set up a day/time when they can visit the site.

The vendor then works with Purchasing on what items/qty they will be able to purchase. The vendor is to give Purchasing a credit voucher for any materials that they purchase, the voucher is used towards the purchase of additional textbooks/instructional materials as needed.

In the event that there are still books to dispose of after the vendor has gone through them, the site is to dispose of them by marking the books with a "D" they are to do so by placing the "D" in the front cover, the middle and back of the book and make them available to students.

Library Books

If a site has old library books that they need to get rid of, the Librarians are to generate a list of the books and give that list to purchasing and the Director of Language and Literacy.

Purchasing will then contact the vendor and set up a day/time when they can visit the site.

The vendor will work with Purchasing on what items they will be able to purchase.

The vendor is to provide a check to purchasing for the items.

Purchasing will then get the check to the Categorical office.

In the event that there are still books to dispose of after the vendor has gone through them, the site is to dispose of them by marking the books with a "D" they are to do so by placing the "D" in the front cover, the middle and back of the book and make them available to students.

Any leftover Textbook or Library books, purchasing will work on getting them recycled.

WAREHOUSE

Warehouse staff is available from 7:00 am - 4:30 pm

In order to maintain proper Inventory, you must check in with Warehouse Staff. No one should be going through any Warehouse/Textbook Warehouse items or pulling anything without proper paperwork and notifying the staff.

No items or boxes are to be dropped off without prior notice to the Warehouse. This applies to Departments and School sites, (these items may be refused)

All Stock REQ's must go through the On-Line Stock REQ ordering system.

Stock REQ's

All stock REQ's must be entered a minimum of **(2) Two days prior** to your Scheduled delivery day (Please visit the website to obtain a copy of the Warehouse Catalog)

Emergency Stock REQ's for Pick Up

You still must enter the Stock REQ into the system and notify the Warehouse 2 hours prior to the time you will be picking up the items. (This allows the WH time to pick your items and have them ready.)

Warehouse Delivery Schedule

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Madera High	Torres High	Rose	TJ Middle	Berenda
Alpha	Monroe	Chavez	Adams	Dixieland
Madison	Pershing	Sierra Vista	Lincoln	Howard
Madera South	Nishimoto	MLK	District Office	La Vina
Furman	Desmond	Millview	Pre-School	Eastin-Arcola
Parkwood	Washington	Mt. Vista	Prices	Ripperdan
Field House	ETAA	Mad. Tech	Rain Creek	Adult Ed
	Sherman Thomas		Transportation	
			Child Nutrition	

SUBJECT TO CHANGE

Reminder: SRQ's need to be entered 2 days prior to your scheduled delivery day

Receiving

The Warehouse is set up for centralized receiving of all purchases. The Warehouse staff is responsible to verify all items being received and receive them into our receiving system. **(This does not apply to any items purchased on an Open/Blanket PO)**

If there is a shortage of an item the Buyer who processed that PO is responsible for contacting the vendor and following up on any shortages or returns if the wrong item was shipped, this is done utilizing the on demand Open Purchase Order report.

Under no circumstances should any product be delivered to anyone's personal addresses.

Freight Receiving

The Warehouse assistant who signs for the shipment is responsible for verifying all items being received and to receive them into our receiving system.

Purchase Orders with Attached Lists

For Purchase Orders that have an attached listed and are not line itemed on the PO, the following steps will occur.

The Attached list is printed by the Warehouse Technician and assigned to Warehouse staff.

The attached list is used to verify what was received against the packing slip (or any other documentation provided by the vendor). The Warehouse staff is to check off on the attached list what items have been received. That document is then scanned into the system as the backup information for the PO.

Site Deliveries

When making deliveries, sites are to open all boxes and report to the warehouse within 2 business days if they found any damaged items.

Drop Off Location

Each Elementary site should have One (1) designated drop off location for all Warehouse deliveries. Each Middle and High School site should have Two (2) (PO's and Custodial) designated drop off locations for all Warehouse deliveries. (The Warehouse does make exceptions for large deliveries, textbooks, furniture, sports equipment etc.)

When delivering to sites if damage is found, such damage should be noted on the Delivery Slip/Purchase Order and signed by site. Once they open and inspect the item, if there is damage, the site has 2 business days to notify the Warehouse. The site also needs to notify the Warehouse if there are any missing items. If items have been damaged the site needs to keep all packaging materials that the item was delivered in. Vendors require items to be returned in their original package.

If there are missing items the Warehouse staff will notify Purchasing so they can follow up with the vendors.

Remote Receiving

The warehouse is the primary receiving site for the District, if a delivery is made directly to other sites in the District, that site is responsible to sign the freight bill and notify the Warehouse immediately. The Sites needs to send the signed freight bill and a copy of the purchase order to the Warehouse and/or Buyer so the order can be processed into the system.

Stock Item Returns

If returning a Stock Item you must fill out the Return to Stock form and Submit it to the Warehouse, once the return is completed your account will be credited back. Sites have up to Two (2) weeks to return stock items.

Return to Vendor (Purchase Orders Purchases)

All items that were purchased using a Purchase Order that need to be returned must go through the Warehouse. A Return to Vendor Form (along with the merchandise) needs to be filled out and submitted to the Warehouse

Will Call/Pick up Items

If you pick up an item (ex: from Home Depot, Lowes, etc.) you need to notify the Buyer or the Warehouse so the item can be received into the system. All items must show as received in order for payment to be made.

Stock REQ's(Internal Controls)

Once staff has picked and staged the sites stock REQ order, they will sign or initial in the upper right hand corner of the delivery report. They are then going to add a total box count.

The day prior to the Sites Scheduled delivery, a Warehouse Assistant (who did not pick and stage the order) will verify the total number of boxes and verify the items and quantity that were requested by the site is correct. Once they have verified the items they will sign or initial off in Ship to Box (located in the upper right hand corner).

A Warehouse Assistant will create the delivery log the day prior. A Warehouse Assistant (who did not create the delivery log) will verify the log.

One of the Warehouse Assistants will be the person loading and making the delivery.

These processes will be administered for **both warehouses.**

Mail Delivery

Delivery of mail falls under the responsibility of the Warehouse. Mail delivery between sites runs Monday-Wednesday-Friday.

The Warehouse Supervisor will create a rotation schedule within the Warehouse Assistant staff. If changes to the schedule need to occur, they must clear it with the Warehouse Supervisor, who will then update the schedule.

Warehouse Delivery Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Madera High	Torres High	Rose	TJ Middle	Berenda
Alpha	Monroe	Chavez	Adams	Dixieland
Madison	Pershing	Sierra Vista	Lincoln	Howard
Madera South	Nishimoto	MLK	District Office	La Vina
Furman	Desmond	Millview	Pre-School	Eastin-Arcola
Parkwood	Washington	Mt. Vista	Prices	Ripperdan
Field House	ETAA	Mad. Tech	Rain Creek	Adult Ed
	Sherman Thomas		Transportation	
			Child Nutrition	

SUBJECT TO CHANGE

Reminder: SRQ's need to be entered 2 days prior to your scheduled delivery day

Each site is Responsible for their own mail bags (2) (preferred Bags Lands' End extra-large open top canvas tote bag)

Sites that need mail bags; Rose's, Price's, Torres and Mad Tec

MADERA UNIFIED SCHOOL DISTRICT

RETURN TO STOCK (RTS) Form

THIS FORM MUST ACCOMPANY ALL MATERIAL FOR RTS.

REQUESTERS NAME _____ REQUESTION NO. _____

WAREHOUSE CATALOG NO. _____ SCHOOL/SITE _____

QUANTITY TO BE RETURNED _____ UNIT OF ISSUE _____

DATE MATERIAL RECEIVED _____ DATE MATERIAL RETURNED _____

REASON FOR RETURN (CHECK ONE):

- ☐ ORDERED WRONG MATERIAL
- ☐ ISSUED WRONG MATERIAL
- ☐ DEFECTIVE MATERIAL
- ☐ EXCESS

Material Must Be Returned Within Two (2) Weeks of Delivery.

Material Returned to Stock shall be in original container(s) and in good condition for resale. Material to be RTS should not be excess (ie: unused portion of quantity ordered). Spray cans or open battery packages will not be accepted for RTS. Material received in a previous fiscal year cannot be credited in the current fiscal year.

WAREHOUSE USE ONLY

APPROVED _____

DATE RETURNED TO STOCK _____

INVENTORY STOCK NO. _____

QUANTITY RTS _____

MADERA UNIFIED SCHOOL DISTRICT

1205 Madera Avenue
Madera, Ca. 93637

Materials Disposition Record**Return to Vendor (RTV)**

Shipping Address: _____ Date _____

Reason for Return:

☐ Review Material☐ Duplicate☐ Excess☐ Incorrect Material☐ Defective☐ Other: _____

Purchase Order No. _____ Date _____

Return Goods Authorization (RGA) No. _____ Name _____

Invoice/Packing List No. _____ Method of Return _____

Items to Return

<u>P.O.</u>				<u>Total</u>
<u>Item No.</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Price</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Requested By _____

Purchasing Review _____

For Warehouse Only

No. of Containers _____ Estimated Weight _____

Date Shipped _____ Carrier _____

Carrier Freight Bill _____

Signature _____

Shredding

Warehouse will notify sites when they will be picking up shredding from the sites. Only items that can be shred in the current year will be picked up.

All items that need to be picked up for shredding must have the form attached and properly filled out and attached to each box. (The form is available on the Purchasing Website)

DO NOT box up items for shredding in boxes that are larger than Bankers boxes (**12 x 10 x 15 Inches**) the lids must be secured down. Staff will not pick up boxes that are not properly labeled with the form or the lids have not been secured down.

PRINTSHOP

We have now automated the process for Print Shop requests please visit our website.

Print Shop Services

Copy/Print – Color and Black & White
Booklets (fold and staple)
Padding
Comb Binding
Carbonless (NCR) Forms
Business Cards
Tape Binding
Coil Binding
Posters
Tabs
Drilling
Cutting
Lamination

Print Shop Orders

All materials must be print/copy ready when submitted and will be printed/copied as presented.

No copyright/trademark material will be reproduced unless a signed release form accompanies the order.

Complete “Print Shop Work Request Form” on purchasing website under Print Shop (paper order forms available through Warehouse Form #20-once the forms are gone, we will no longer provide them)

Please submit digital files with order whenever possible. This will help us provide the best quality possible. Please provide all digital files as pdf to prevent any font or formatting issues.

Alias/Account Number and Administrative Approval is required before order can be completed. Be sure to select every feature needed to complete your order.

Average turnaround on projects is 3-5 days after received. For large projects please contact Print Shop for turnaround time.

If a “Rush” job is needed, please contact Print Shop and we would be more than happy to help if we can.



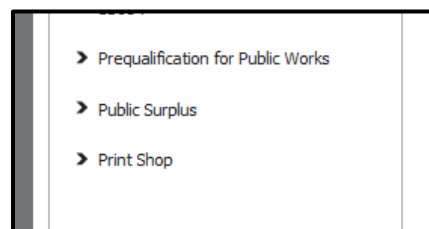
Madera Unified Print Shop
1205 Madera Ave, Madera, CA 93637
Call us at **675-4406** or email us at **printshopstaff@maderausd.org**

Business Cards can be ordered through the Purchasing website under Print Shop. All business card requests are submitted to HR for approval prior to production

Placing a Print Shop Order Online

The screenshot shows the Madera Unified School District website. The header includes the district logo, a 'Select a School...' dropdown, and links for 'e-Mail', 'Grades', 'Sign In', and 'Register'. The main navigation bar contains links for 'Home', 'Contact Us', 'About Us', 'Departments', 'Educator Resources', 'Students/Parents', and 'News'. The 'Purchasing' page is displayed, featuring a sidebar with links: 'Department Overview', 'Staff Directory', 'Purchasing Calendar', 'Purchasing Resources', 'Purchasing Updates', 'Vendor Bid/RFP Form', and 'MUSD Bids'. The main content area has a heading 'Purchasing' and a paragraph: 'The MUSD Purchasing Department consists of Purchasing, the Warehouse and the Print Shop. The Purchasing Department is the hub for all purchases made by the district. All requisitions and purchase orders funnel through this department for fulfillment, along with all bids and RFPs. In addition to all shipping and receiving, the warehouse handles all site stock requisitions. Lastly, the Print Shop handles a variety of requests including student handbooks, workbooks, and forms.' To the right, contact information is listed: '1205 Madera Ave. Madera, CA 93637 (559)675-4609', 'Office Hours M-F 7:30-4:30', 'Print Shop Hours M-F 7:30-4:30', 'Warehouse Hours M-F 7:00-4:30', and 'Warehouse Receiving Hours M-F 7:00-3:00'.

From Madera Unified School District Site, go to Departments tab and select Purchasing.



From the Purchasing site, select the Print Shop link. This will take you to the Print Shop page.

Madera Unified School District

Select a School: [Dropdown]

e-Mail | Grades | Sign In | Register

Home | Contact Us | About Us | Departments | Educator Resources | Students/Parents | News

MUSD Print Shop

1206 Madera Avenue, Madera, CA 93637
 Phone: 559-676-4406
 Email: Printshopstaff@maderausd.org

The Print Shop is here to assist in all your printing and copying needs!

Below are just some of the services the Print Shop has to offer.

Printing

Copying

Business Cards

NCR Forms

Click on a link below to get started on your Print Shop Request today!

[Price List](#) [Color Options](#) [BINDING SAMPLES](#)

[Work Request Form](#) [Business Cards](#)

Don't see what you need? Need a quote on an upcoming project?
 Please give us a call, email us, or just stop by!

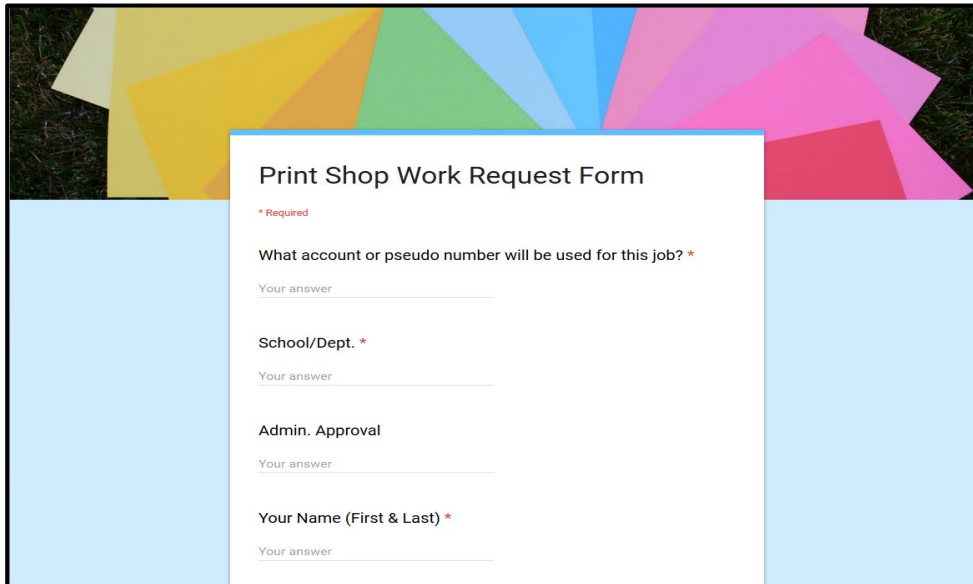
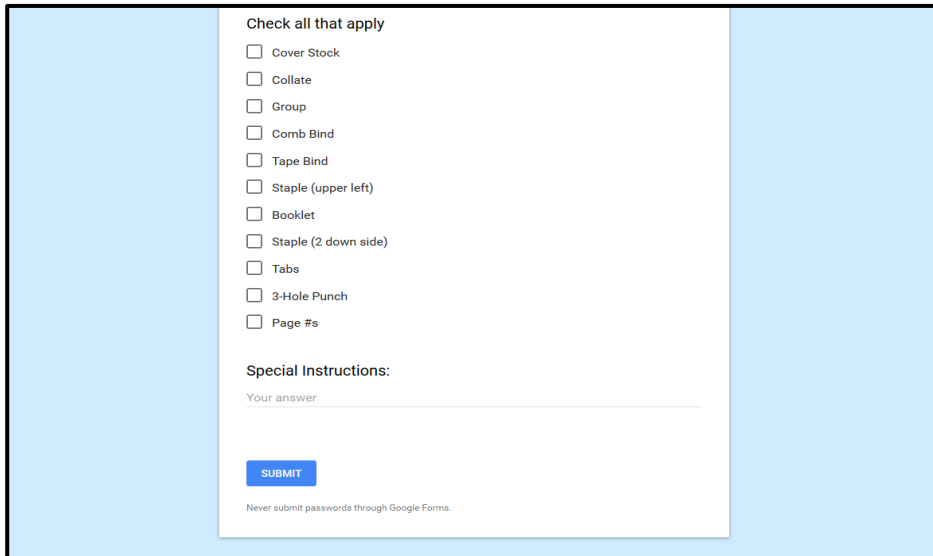
**Print Shop services are for Madera Unified School District employees only.*

The Print Shop page has links to provide you with information you may need:

- 📄 Price List - pricing for all the services Print Shop provides.
- 📄 Color Options - the colors and types of paper that Print Shop offers.
- 📄 Binding Samples - types of binding that Print Shop offers.
- 📄 Work Request Form - will allow you to place an online Print Shop order.
- 📄 Business Cards - will allow you to place an online Business Card order.

Select Work Request Form to place a Print Shop order.

Fill in every ***Required** field and select every feature needed to complete your order

A screenshot of a Google Form titled "Print Shop Work Request Form". The form is set against a background of colorful, overlapping geometric shapes. It contains several text input fields, each preceded by a red asterisk indicating it is required. The fields are: "What account or pseudo number will be used for this job? *", "School/Dept. *", "Admin. Approval", and "Your Name (First & Last) *". Each field has a placeholder text "Your answer" below it.A screenshot of the "Check all that apply" section of the form. It lists various options with checkboxes: Cover Stock, Collate, Group, Comb Bind, Tape Bind, Staple (upper left), Booklet, Staple (2 down side), Tabs, 3-Hole Punch, and Page #s. Below this list is a "Special Instructions:" label followed by a text input field with the placeholder "Your answer". At the bottom of this section is a blue "SUBMIT" button and a small disclaimer: "Never submit passwords through Google Forms."

When all information has been provided to complete the project, including special instructions, select submit. This will then send the order to Print Shop and an email confirmation will be sent to the email address provided.

The average turnaround on projects is 3-5 days after received in Print Shop. For large project and any orders needed sooner, please contact the Print Shop.