

**Pasadena Unified School District
PROCUREMENT SERVICES**

Interoffice Memo

TIME SENSITIVE

Date: September 23, 2010

To: DPT, Office Managers/Secretaries

From: Teri Castaneda, Administrator

RE: CHANGE IN DISTRICT COPY SERVICES

Tuesday, September 28, is the last day that the Copy Center run by OCE Business Services; located at the Education Center will accept copy job requests. Requests must be submitted no later than 2:00P.M. and will be processed as long as the job can be completed and delivered by Thursday, September 30.

NEW SERVICE STARTS MONDAY, SEPTEMBER 27, 2010:

The City has partnered with the District to provide copy services. Services will be conducted at the City's Printing Services Department. We have worked diligently to ensure the copy request process is clear and user friendly. The copy order request form has been improved and requires a PUSD JOB NO. and JOB NAME and a manifest form has been implemented. These documents will provide ease of tracking and assist with reconciling charges to your budget.

Orders may be submitted:

VIA TELEPHONE (hard copy) by calling PUSD's personalized customer service telephone number: 744-PUSD

OR

ELECTRONICALLY USING THE CITY'S PRINTING SERVICES WEBSITE and our personalized link, "Partnering with PUSD".

In general, work will be completed within 48 hours and all deliveries will be made to the attention of the site/dept. office manager/secretary ONLY. A signature will be required for acceptance of delivery.

NOTE: ONLY staff authorized by site/dept. administrator may submit a copy request as the order form requires a funding string and the administrator must be aware of any use of their budget for such services.

**PRICING: B&W copies @ \$0.0225 per click (includes recycled white & colored paper)
Color copies @ \$0.08 per click (includes recycled paper)**

When needed the Copy Center will provide a quote for work requiring an outside vendor upon which site/dept. administrator must approve charges prior to work being sent to vendor.

Attached are various documents providing the City Copy Center contact numbers and hours of operation, the 2010/11 dates when the Copy Center is scheduled to be closed, instructions on how to submit a copy order request, sample forms, and a supply of manifest forms. **A hard copy packet will be sent to the attention of the site/dept. secretary and should arrive in the mail bag on September 27, 2010.**

If you/your office manager needs assistance or would like for someone from the City Copy Center to come to your site/dept. and provide hands on training, please call 626-744-PUSD.

The City/PUSD partnership is committed in providing your customer satisfaction. Please direct any concerns or questions you may have related to the Copy Center to me at ext. 88503.

ATTACHMENTS: SIX (6) documents, 1 pkg manifest forms