

EXHIBIT 15 – Copy Center Services Policy and Procedures

POLICY AND PROCEDURES FOR USING CENTRAL COPY CENTER SERVICES

1. The Copy Center will perform print/copy/assembly/mailing jobs for Council Members. Prior approval by the Council Director for each job is required and expenses are monitored to ensure no Council Member exceeds their annual allocation. Although this does not include routine mail, mass mailings (more than 25 pieces of mail), packages, and large print jobs (more than 50 one-sided black & white pages or more than 25 one-sided color pages) require prior approval by the Council Director and will be processed by the Copy Center. The printers located in the Council suites are not to be used for large print jobs.
2. A request form will be initiated by the Executive Council Assistant (ECA) for any services requested by their Council Member. This includes requests for all services, i.e. printing, copying, assembling, binding, and mass or bulk mailing. The request is submitted via email (request form attached) to the email group COPYCENTER, as well as Cheryl Brown (Council Director), and Laura Dyer (Executive Administrator).
3. Once a request for services has been received by the Copy Center, a cost estimate for each job (including postage if associated with print job and/or it exceeds 25 pieces of first class mail) will be provided to the Executive Administrator to determine funding availability and to the Council Director for consideration, prior to the commencement of any services performed.
4. The Copy Center is not authorized to perform any services for Council Members or their ECAs (including but not limited to those services specified in #2 above) without approval from the Council Director.
5. Expenses for **Council Members** will be charged to internal services accounts for **Fund 00111, Cost Center 223001, and Activity/Account 549512 (Copy Center Projects) and/or Activity/Account 549529 (Postage)**. The Executive Administrator will maintain account balances to ensure that no Council Member exceeds their annual allocation and that funds are available.
6. Expenses for the **Value Adjustment Board** will be charged to internal services accounts for **Fund 00111, Cost Center 222001, and Activity/Account 549512 (Copy Center Projects) and/or Activity/Account 549529 (Postage)**. The Value Adjustment Board staff will be responsible for notating the VAB fund, cost center, and activity/account for all services requested.
7. Employees from other departments, including but not limited to the Council Auditor's Office and Office of General Counsel, are not authorized to charge any services to the City Council's budget, without prior approval by the Council Director.

The Copy Center will process requests for routine services by **Administrative Services, Legislative Services, Research, and the Office of Director**, with or without the Director's signature. These expenses will continue to be billed to **Fund 00111, Cost Center 221001, Activity/Account 549512 (Copy Center Projects) and/or Activity/Account 549529 (Postage)** - the operational budget for the City Council).

REQUEST FOR SERVICES FORM ATTACHED & ALSO AVAILABLE ON THE EMPLOYEE PORTAL, COPY CENTER, SHARED DOCUMENTS.

EXHIBIT 16 – Copy Center Services Request Form

COPY CENTER JOB REQUEST FORM

Requester Name: _____ Date: _____

Phone Number: _____ Dept./Div.: _____

Non-Project Related Accounting Info:

* Fund _____ * Center _____ * Activity _____

Project Related Accounting Info:

* Project# _____ * Owning Org. _____

* Exp. Type _____ * Task _____ * Award _____

**** Email job request form to copycenter@coi.net

Originals/pages _____ Copies/Sets _____

Date & Time Required _____

Item Description: _____

Stock Size:

- ☐ 8 ½ x 11
- ☐ 8 ½ x 14
- ☐ 11 x 17
- ☐ Other _____
- ☐ Provided

Color Stock:

- ☐ White
- ☐ Blue
- ☐ Canary
- ☐ Salmon
- ☐ Green
- ☐ Other _____
- ☐ Tabs

Scanning Required:

- ☐ To CD
- ☐ To pdf

- ☐ Heavy Stock – Index
- ☐ Special Order Stock

Printing Required:

- ☐ 1 Sided
- ☐ 2 Sided
- ☐ Head to Tail
- ☐ Head to Head
- ☐ Color
- ☐ Black & White

Finishing:

- ☐ Collated
 - ☐ Single Staple
 - ☐ Bound / ☐ Prong Fasteners / ☐ GBC
 - ☐ Uncollated
 - ☐ Double Staple
 - ☐ 3 Hole Punch
 - ☐ Padded
 - ☐ Delivery Outside St. James
- Yes / ☐ No / ☐

Special Instructions:

Control Number: _____