

Printing - Corporation

Section 1. General. The East Allen County Schools operates a printing service to assist in providing materials and forms as may be necessary to enhance the educational program for the students served.

Section 2. Procedure. The following guidelines will be observed in the operation of this program:

1. All printing requests must be submitted in duplicate on the approved order form and signed by the building principal or unit head.
2. There will be no charge for the printing of educational and instructional materials, East Allen County Schools-approved forms, school stationery, students handbooks, curriculum guides, graduation programs, etc.
3. There will be a fee (labor and materials) charged to the school for printing of items used in extra-curricular activities, i.e. athletic schedules, athletic programs, tickets, musical and drama programs, newspapers, award certificates, etc.
4. Any printing order must have a minimum of 100 copies of each item.
5. School stationery will not have personal names on it. This reduces waste as people change positions.
6. Personalized note pads, etc. will not be printed by East Allen County Schools.
7. The service may be available to school related groups, i.e. PTA, Music Parents, East Allen Credit Union, etc. These groups will have the lowest priority on schedule of time.
8. All orders will be completed on the basis of submission date. Any deviation must have the approval of the printing supervisor.