



IOWA STATE PRINTING BOARD

STATE OFFICE BUILDING
DES MOINES, IOWA 50319

•

A FEW HELPFUL HINTS FOR STATE DEPARTMENTS

•

The following suggestions will be of great assistance to the State Printing Board and to Centralized Printing in processing your orders, with far better opportunity of satisfactory work and prompt delivery.

J C MOORE
Superintendent of Printing

CARL S. BALL
Ass't. Superintendent of Printing

ELEANOR ANDERSON
Director, Centralized Printing

REQUISITIONS AND CLAIMS

Departments should send to the Printing Board the **Division** within their own **Department** from which the printing is ordered and to which the claims should be charged, as separate from the department as a whole.

Printing needs should be anticipated. Weekly lettings **will not** be let for over \$1,000.00. Orders to Centralized should be for quick emergency printing, with no long runs. If Centralized is relieved of these long runs, they will be in a better position to deliver emergency work and keep a department functioning while any exhausted form is put out on a weekly or monthly letting.

RULES AND REGULATIONS



REQUISITIONS

When making out requisitions for printing, etc., put **only one order on each requisition**. Using a department order number in the space provided in the upper right hand corner of requisition will aid in identifying each requisition. Give the address and location of your department.

INSTRUCTIONS FOR SPECIFICATIONS

All printing orders require that specifications be sent out for bids **and whenever available**, we require **NINE** sample copies of the old form along with **ONE** that will be forwarded to contractor as the "**Corrected Printer's Copy**". We require **nine samples** of the old form in order that the contractor may have an idea as to the approximate composition requirements, style, etc., for the new job.

NOTE: For the larger or Board letting jobs, the same instructions as above apply, except we require **TWELVE** instead of nine copies.

WEEKLY LETTINGS

All orders for printing, for any amount less than \$1,000.00, require a week to get bids from the contractors, and as a general rule takes three to five weeks after the contract is let for delivery.

BOARD LETTINGS

Orders going over \$1,000.00, must be awarded by the State Printing Board, which meets once a month, usually on the second Thursday. Lettings awarded by the Board usually take from 40 to 60 days to receive the completed work. Orders for board lettings should be in the office of the Superintendent of Printing **at least 12 days before** the Board meets.

LETTERHEADS, ENVELOPES, POST CARDS

We have a yearly contract for letterheads, envelopes and postal cards under quantities of 50,000 that requires about two weeks for delivery of each order. Any amount over 50,000 will usually go out for bids and requires about four to six weeks for delivery. For orders over 50,000 we require that you send nine old copies along with your "corrected printers" copy. Reverse flap envelopes are not authorized, except for the State Tax Commission.

BUSINESS MACHINE CARDS

We have a contract for Business Machine Cards and orders are to be requisitioned through the State Superintendent of Printing.

CUTS, ELECTROTYPES, ENGRAVINGS, ETC.

We have a yearly contract for cuts, engraving, etc. They must be requisitioned through the State Superintendent of Printing. Departments should not authorize contractors or printers to have these made.

CONTINUOUS FORMS

When the need arises in any department for continuous forms, etc., it must be borne in mind that the minimum delivery date is never less than 60 days. When forms have to be printed to order, it requires from 75 to 90 days to have the printing done and delivery of shipment. When writing a requisition for any continuous form printing, you are required to check your copy with the Data Processing Department of the Comptroller's office before bringing same to the State Superintendent of Printing for letting. There are a few simple rules in arranging and spacing these forms that mean much to the programming at Data Processing. No continuous form will be let for bid until approved by Data Processing Department.

CLAIMS AND WARRANTS

All claims require approval of the State Printing Board and so must be sent to the Printing Board office even though the printing contractor might send them directly to the department in error. Following each monthly Board Meeting the claims are sent to the department. When the warrants have been made by the Comptroller's Office they will be returned to the department and then sent to the Printing Board Office along with the claim numbers they cover. **WARRANTS ARE NOT** to be mailed to the PRINTING CONTRACTOR BY THE DEPARTMENT.

DELIVERIES

Deliveries from the State Printing Board Warehouse, Document Room and Centralized Printing are on Monday and Thursday of each week. Your requisitions should be in the office of the State Printing Board not **less than one day** prior to delivery day.

WHAT YOU CAN OR CANNOT HAVE PRINTED

Senate File 621, Sec. 59, 61st G.A.

"No department or commission of state located in the city of Des Moines shall expend any funds for the publication or distribution of books or pamphlets or reports unless the publication thereof be expressly required by law or approved by the Executive Council. A violation of this section shall constitute misfeasance in office." It is **YOUR RESPONSIBILITY** to cite on your requisition the Section of the law, or the date given permission by the Executive Council and to furnish this information to the State Superintendent of Printing and the Director of Centralized Printing when ordering. The above also applies to the various departments who operate their own processing equipment and permission should be secured from the **Executive Council**.

USE OF MACHINE OF THE OFFSET TYPE

Chapter 72, 58th G.A. Changed the Law to Read

“Permissive use of duplicators, either mimeographs, similar duplicators or machines of the offset type may be used in departments or the agencies located in the city of Des Moines, provided that no more than five thousand copies of any one master copy or original are made, and provided that a cost system be kept and reported as provided for in Section 15.42, 1966 Code. The master copy or stencil used on these machines shall be prepared by a **typewriter means of composition only**, and **no photographic master** of aluminum, metal, zinc, paper or stencil of any type shall be used without the **approval of the State Superintendent of Printing**. “Permit for permission” can only be issued, under the law, for no more than 5,000 copies of one job.

RESOLUTION

By Joint Sub-Committee on Appropriations - 61st G.A.

This Committee desires that the State Printing Board be advised of its recommendation that the Board consider as one of its prime functions the assistance of all State Departments in the most economical and advantageous selection of form, style and paper stock for printing.

PENALTY CLAUSE

The Joint Sub-Committee on Appropriations of the 61st General Assembly recommended to the State Printing Board that a penalty clause be added to State Printing Board orders. Acting on that recommendation, the State Printing Board would abide by the recommendation, providing the department gave ample time for the printer to do the work; also, they are to furnish copy and read proof according to the specifications; and furthermore, that the printer be required to give written notice of any delay by the department. The recommended penalty would be 1% per day of the contract price.

STATE SEAL

The State Seal can only be used when written authority is given by the Governor. Sec. 20, Act. 4, Iowa Const.; Sec. 32.1, 1962 Code.

EXCERPTS FROM MINUTES OF THE
STATE PRINTING BOARD MEETINGS

"Engraved stationery shall be confined to the elective officials and the departments under a trust or special reasons for printing to be the only ones approved."

"It be the policy of the State Printing Board that hereafter all bids for printing are to be F.O.B. point of delivery unless special authorization is given by the State Printing Board to make other specifications.

"If a contract awarded to the low bidder through the State Printing Board is awarded to a union printer, the department head may request that the union label be printed on the material."

"The State Printing Board authorized the Superintendent of Printing to approve personalized business cards in lots of not more than 1,000, which cards must not be used or usable for campaign purposes and which can be authorized for Elective Officials and Major Department heads.

"Rag envelopes are permissive only for elected State Officials."

STATE LIBRARY OF IOWA



3 1723 02095 1638