

HOW TO PLACE PRINTING REQUISITION REQUEST BSB- 0104-12

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Date: *1/23/2023*

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Date: *1/23/2023*

BOILER SAFETY BUREAU
STANDARD OPERATING PROCEDURE MANUAL

HOW TO PLACE PRINTING REQUISITION REQUEST -BSB-0104-12 **R4**

1.0 PURPOSE

Provide instructions to ordering paper supplies provided by Department of Labor, Publication Division.

2.0 SCOPE

To keep all printing requisitions stocked and up to date.

3.0 PERSONNEL RESPONSIBILITIES

- 3.1 The Bureau Chief - BSB has the overall responsibility for implementation of this instruction.
- 3.2 The Boiler Safety Bureau Assistant Bureau Chief has day-to-day responsibility for ensuring Bureau support staff work in accordance with this procedure.
- 3.3 The ***Administrative Specialist Supervisor*** is responsible for keeping track of printed materials and for the completion of printing requisition requests.

4.0 HEALTH and SAFETY ISSUES

Not applicable.

5.0 PROCEDURE

A complete requisition request form is submitted electronically through the NCDOL intranet. Sign into the intranet using the employee log-in information. Click on Bureau at top of screen, Click Publication, Click electronic request form. Once form is completed, click send/print to print a copy for your records. The system will then generate an e-mail with the prefilled e-mail addresses to publication.

5.1 How to fill out Printing Requisition form:

- a. Determine if the order is a reprint (no changes), revised (with changes), or New. Check the appropriate block
- b. List the order item in Publication/Form name block (ex. Envelops)
- c. *Quantity requested*: number of items (example 500 not 1 box)
- d. *Date desired*: Three weeks from the day ordered
- e. Number of originals- If ordered "front and back" add "2", if only on-sided, add "1"
- f. *From*: Your name and phone number
- g. *Division*: Boiler Safety, room number (if appropriate), and Budget code of 1310
- h. *Completed order to be delivered to*: 111 Hillsborough St. Raleigh
- i. *Print section*- check appropriate boxes
- j. *Special Printing Instructions*: See attached (always attach a copy of the item you are ordering)
- k. Sign and date

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5.2 How to determine Envelope quantity order:

- a) #10 Glassine envelopes are used to mail invoices and certificate. Delivered at 5,000 a box (10,000 standard order)
- b) #9 Budget Envelopes are mailed with all invoices. Delivered at 500 per box (2,500 standard order)
- c) 6x9 are used to mail five or more certificates. 100 per box (500 standard order)
- d) 9x12 and 10x13 are for large mailing items 100 per box (500 standard order)
- e) Standard orders are guidelines. The employee must determine the order amount that best suites the Bureau needs at the time of ordering.

5.3 Guidelines to ordering:

- a) Certificate of inspection: order in bulk to last at least 6 months, 25,000 are standard orders. Before placing order check with Bureau Chief to determine if any changes need to be made to the form.
- b) Menace to Public Safety tag, Inspector Status Tags, and Exempt from State inspection tags: standard order 20,000 each
- c) Business cards are 500 a box and are ordered upon request
- d) Standard orders are guidelines. The employee must determine the order amount that best suites the Bureau needs at the time of ordering.

6.0 CUSTOMER SERVICE REQUIREMENTS

The purpose of following this procedure is to provide the customer, be it the public, employees of the Bureau, or other state agencies, with the most efficient service, information, training and assistance possible.

7.0 ***DATA and RECORD MANAGEMENT***

Records shall be maintained in accordance with the Functional Schedule for North Carolina State Agencies as adopted by State Archives, a Division of the North Carolina Department of Natural and Cultural Resources.