How Do I Get Documents Printed?

The OIG expects employees to print/photocopy and bind documents using the most efficient and economical methods. For smaller volumes, approximately fewer than 30 copies of a 50-page document, the OIG anticipates employees using OIG copiers and binding equipment to print and bind documents. For larger volumes, the OIG anticipates employees purchasing printing/photocopying and binding services from nearby printing companies or the Government Printing Office (GPO). This policy outlines procedures for procuring these services from local printers or from the GPO.

When can I choose to have a local printing company print and bind my document?

With your supervisor’s approval, you may arrange to have a document printed/copied and bound at a local printing company if the total job does not cost more than $1,000, as long as your office has available credit on its purchase card(s) to cover the cost.

How do I pick a printer?

The same way you would find any other type of vendor. Consider the many print shops near your office. You will find them listed in the local phone book or on the Internet. Please select the printer that offers the lowest price and/or the best value.

I went to three printers and they all quoted a price over $1,000 – what should I do?

Do it in-house or fill out the attached Standard Form 1, Printing and Binding Requisition (SF-1), and give it to the Office of Management (OM) for processing through GPO.

Our purchase card does not have enough available credit to cover the purchase – what should I do?

Do it in-house or fill out and give an SF-1 to OM for processing through GPO.

I can’t find a printer who can complete my job timely – what should I do?

Do it in-house or fill out and give an SF-1 to OM for processing through GPO. The GPO has several programs that OM can use to get the work done more timely.

Can I go directly to GPO?

No, only certain OM employees may procure printing through GPO.

When I charge commercial printing services on my credit card, what cost center and budget object class should I use when I reconcile my purchase card statement?

Use cost center OIG1000000 and budget object class 2431

Who do I call?

Please contact OM at (202) 927-5200 or OIG-OM@oig.treas.gov with your questions.
SF 1 PRINTING AND BINDING REQUISITION To the PUBLIC PRINTER Please furnish the following:

FROM (Department or Government Establishment) Bureau or Office DATE

APPROPRIATION CHARGEABLE/APPLICABLE LAW BILLING ADDRESS CODE (BAC) AUTHORIZED BY

TITLE QUALITY LEVEL FORM NO.

QUANTITY (Units of finished products) FINISHED PRODUCT (Check one) CLASSIFICATION
- Books or Pamphlets - Blank Forms - Sets - Pads or Tablets - Other (Specify)

THIS ORDER PROVENANCE: Department (Optional) Requisition No. or Jacket No. STRAP WITH REQUISITION NO.

PAPER AND STOCK

Text
FIRST CHOICE (Grade, color, and basis weight)

Cover
SECOND CHOICE (if any)

COLOR(S) OF INK

PREVIOUS JACKET/REG. (if reprint)

COMPOSITION

FORNISHED (Magnetic Tape) (Negative) (Camera Copy) MANUSCRIPT (Sheet printed copy)
- Direct Drive - Other - Display Type (Facsimile)
- MARIONS Back/Left - Top - Other

FOL. LIT. FORMS MUST REPORTED TYPEWRITER SPACING

TYPE PAGE No. of Col. Width TYPE PAGE DEPTH (inches, bleed but not bottom fold)

ILLUSTRATIONS (Total)

PRINT HEAD TO HEAD COVER PRINTS

EMBOSS

PERFORAT. SCORE Position

NUMBER (inches) Color of ink

WEEKS

SIZE FLAT (inches) FORMS, SETS, PADS

HOLD TO (inches)

X SIZE TRIMMED PAGE (inches) BOOKS/SPANNERS

STAMP TITLE (Bindery)

WIRE STITCH (tailed) SOUTHERN ADHESIVE BOUND SEW (Material and color)

CASE BOUND (Color) STAMP TITLE (Bindery)

PAD/SETS (Gами) (Stitch) (Pos.) PUNCHES DRILL (Shape)

No. of holes (Inches Center to Center)

ROUND CORNERS (No.1) (Position)

GATHER (Explain)

CARBON INTERLEAVE (Index) (Top) (Blind)

UP DIVIDERS (Height of Lipi)

REQUESTED PROOF DATE PROOF SETS (Page)

REQUESTED DELIVERY DATE KRAFT WRAP PAPER

PROOFS TO

SHRINK (Inches)

OTHER PACKAGING (Specify)

REQUESTED DELIVERY DATE (Kraft) (Wrap)

DELIVER TO

ADDITIONAL INFORMATION

FOR ADDITIONAL INFORMATION CONTACT (Name and Telephone Number)

I certify that this work is authorized by law and necessary to the conduct of the business of the above-mentioned government establishment.

STANDARD FORM 1 (Rev July 1979)
Prepared by GPO Title 44 of the U.S. Code

(Revised by Nakamura) (Title)

(Authorizing Signature) (Title)

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