

WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

ADMINISTRATIVE REGULATION

PRINTING SERVICE GUIDELINES

The BOCES print shop can only perform printing services for agencies as defined in State Education Department regulations governing BOCES shared services. [e.g. school districts, BOCES divisions] General guidelines for their printing requests are as follows:

1. Printing requests must be approved by an administrator authorized by:
  - the requesting school district or,
  - the BOCES Division Office (in accordance with existing process)

***Printing requests will not be accepted unless they have the administrative authorization on a written BOCES Printing Requisition Envelope (see attached sample).*** Envelopes are available from the print shop.

2. Printing requisition forms should be sent or delivered to:

Print Shop Supervisor  
BOCES Print Shop  
Southern Adirondack Education Center  
1051 Dix Avenue, Building I  
Hudson Falls, NY 12839

3. The requesting agency is responsible for obtaining copyright permission for reproduction.
4. Printing jobs will be billed by the print shop through the BOCES business office.
5. Special job estimates may be obtained by calling the print shop at 746-3515 or 581-3515 or submitting a written request for an estimate.
6. The print shop is not responsible for errors in the original copy. Corrections will be at the requesting agency's expense. Errors originating within the print shop will be corrected at no additional cost.