

Corporation for National and Community Service

NationalService.gov



Quick Reference Guide for Printing Requests

Who processes print requests at CNCS?

The Office of External Affairs (OEA) is responsible for processing and ensuring delivery of all print requests for CNCS. If you have a print request or questions, please email LaToya Kirkpatrick, Administrative Officer with the description and quantities of your print request and she will provide you with assistance in fulfilling your print needs.

Which vendors can we use for printing?

As a federal agency we are required to procure printing through the Government Printing Office (GPO) or the GPO Express program. The GPO Express program has a contract with FedEx Office to provide express services at discounts up to 80% off retail pricing and has over 1,800 FedEx Office locations nationwide. To determine which program best suits your printing needs use the rule of thumb below:

Use GPO for:

Print jobs exceeding 500 copies
Allow 3-4 weeks printing time

Use GPO Express (FedEx Office) for:

Print jobs fewer than 500 copies
Allow 1-5 days printing time

174s Stationary Request:

All print requests for stationary are processed using a 174 contract through GPO and includes letterhead and envelopes only. These are set items with base prices by the thousands. Here is the list of available items. Contact LaToya for a cost estimate.

<u>Description</u>	<u>Finished Size</u>	<u>Approx. Quantity Range Per Order</u>
Letterhead	8-1/2 x 11"	1,000 to 4,000
<u>Envelopes</u>		
White (#10)	4-1/8 x 9-1/2"	1,000 to 2,000
White Security (#10) (Window)	4-1/8 x 9-1/2"	1,000 to 50,000
White	9 x 12"	1,000 to 2,000

White

10 x 13"

1,000 to 5,000

How do I obligate this request in Momentum?

You will receive the CNCS Momentum obligation number from LaToya in OEA once a print request is made. The obligation number will vary based on type of print job. Please insert the obligation number onto the PR or Purchase Card request form and enter it into Momentum exactly how it is provided. This will help OEA when reconciling IPAC payments which are often received months sometimes years after a purchase is made.

What do I do next?

For HQ GPO orders:

Once you receive the obligation number, signature approvals for the purchase, and have entered the obligation in Momentum, scan the signed PR or Purchase Card form to LaToya for processing. LaToya will complete and process through GPO the required sf-1 documentation which includes the specs for your order. If the cost of your print order exceeds the funding you have obligated you will receive a call explaining the cost and you will determine if you would like to increase the cost to fulfill the print order or change the request to better fit within the allocated expense. You will be notified of the scheduled delivery date, contacted for proof approval (if applicable), and kept informed of any modifications up to the actual date of delivery.

For Field GPO orders:

Only field staff with an authorized signature on file with GPO may submit print requests at GPO regional offices. Contact LaToya Kirkpatrick to initiate a print request and attach the completed sf-1 for review. LaToya will provide a requisition number, Momentum number, billing code and reference number for each print obligation. Please insert the requisition number, Momentum number, billing code and reference number onto the sf-1 exactly how it is provided before submitting the form to GPO for processing. Once GPO acknowledges receipt please email LaToya the assigned GPO jacket number and Purchase Order summary for the print order. You will be responsible for reviewing and approving proofs and maintaining oversight of scheduled delivery. LaToya will reconcile payments made through IPAC based on the information provided in the sf-1. (Credit card information will not be provided for GPO print orders.)

For all GPO Express (FedEx Office) Orders:

Once you receive the obligation number, signature approvals for the purchase, and have entered the obligation in Momentum, scan the signed PR or Purchase Card form to LaToya Kirkpatrick for processing. Once you received notification of receipt, you may send your files directly to your local FedEx Office for processing. Please be sure to reference the Momentum obligation number on your print order. Once printing is completed have FedEx Office contact David Premo at 202-606-6717 or LaToya Kirkpatrick at 202-606-6692 for payment. GPO express account information will not be held on file at the local FedEx Office or shared with staff due to internal controls.