



OKLAHOMA
Office of Management
& Enterprise Services

Policies and Procedures
OMES Publication Printing Policy

Effective Date of Policy: 02/27/2016	Next Scheduled Review: 03/01/2017
Prior Policy: None	Policy Number: OMES-009
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Date Policy Last Revised: 02/18/2016	
Approved: Lucinda Meltabarger, as designee of OMES Director Preston Doerflinger	Approval Date: 02/26/2016

Policy

To ensure the quality of all OMES printed materials and that OMES branding and style guidelines are followed, all OMES divisions are required to submit commercial printing jobs, whether for Central Printing or other vendors, to OMES Public Affairs. This would include all commercial printing projects, not just those designed by communications.

Purpose To streamline the publication printing process for all divisions of OMES and ensure agency branding and style guidelines are followed.

Implementation

1. OMES partner requests design/layout for print publication or submits request to print a previously designed document.
2. Public Affairs Communications Department executes request and appropriate cost statement and print quantity are placed on publication.
3. *Order for Print* is sent to Central Printing or other vendor by Public Affairs Communications Department with request for proof prior to printing.
4. Print approval is granted, or adjustments are made and proof is reissued until approval for print is granted.
5. Final document is delivered to Public Affairs Communications Department for final review unless otherwise requested by partner.