

(No. 3 July 1998)

OFFICE OF STATE PUBLISHING - MANDATED AND NONMANDATED PRINTING**MANDATED**

Forms. ALL forms must be submitted to the CDF Forms Unit in Business Services, and printed at OSP. This is to ensure that only one version of any form exists.

NONMANDATED

In July 1996, many printing services provided by the Office of State Publishing (OSP) became nonmandated and various controls governing state government printing operations were eliminated. It is now possible for individual units to seek printing through outside vendors for most print jobs (envelopes, business cards, training materials, etc.). For print jobs over \$1,000, the procurement process must be utilized. Units are no longer required to send nonmandated printing jobs through the Forms, Information and Records Management Unit in Business Services, Sacramento, for processing.

OSP has the expertise and equipment to satisfy your printing, mailing and electronic publishing needs and you should continue to solicit OSP as one of your bidders.

Requests for printing services from OSP must be made on a Standard 67 (Rev. 8/95), and completed as per the Standard 67 Form Instruction Sheet, and sent directly to OSP. The following information should be included in your printing request:

- Full specifications
 - number of copies
 - size
 - stock, color and weight of paper
 - staples, punches, folds, perforations
 - numbering (beginning and ending numbers)
- Requested delivery date
- Location of delivery
- Contact person and phone number
- Calstars code for billing
- Signature authorizing printing expenditure

A clean sample should also be submitted.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

[\(see next section\)](#)

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