

GFJ PTA PRINT PROCEDURE EFFECTIVE 11/1/15

- Create and save original program document(s) as a PDF file using full sheet format (example: for half sheet fliers use one full sheet with two fliers on page)
- Email PDF attachment(s) to Nicole Wolfe, Assistant Superintendent: nwolfe@uek12.org
- Email must include specific details of print request: total quantity, paper color (*most colors available in pastel, bright or primary), paper type (copy or cardstock), size of copies (full sheet/half sheet/quarter sheet, etc), bundle amount (example 32 classrooms = 32 bundles of 25qty), any special instructions (staple, page order, etc)
- Copies are printed with black ink (*colored ink requests must be pre-approved, please contact PTA President for direction)
- The District Office will then communicate directly with BOCES electronically to submit the print request on behalf of GFJ PTA
- The District Office will then invoice GFJ PTA for each print request
- For questions regarding invoices please contact Deb Saunders, secretary to Nicole Wolfe at: dsaunders@uek12.org)

- Please notify PTA Treasurer to expect billing for your print order, including date of order, for what program the request was made, along with details of the print request in order that the invoice may be checked for accuracy upon receipt (you may include cc to the treasurer on your initial emailed request)