



## **How Do I Get Documents Printed?**

The OIG expects employees to print/photocopy and bind documents using the most efficient and economical methods. For smaller volumes, approximately fewer than 30 copies of a 50-page document, the OIG anticipates employees using OIG copiers and binding equipment to print and bind documents. For larger volumes, the OIG anticipates employees purchasing printing/photocopying and binding services from nearby printing companies or the Government Printing Office (GPO). This policy outlines procedures for procuring these services from local printers or from the GPO.

### **When can I choose to have a local printing company print and bind my document?**

With your supervisor's approval, you may arrange to have a document printed/copied and bound at a local printing company if the total job does not cost more than \$1,000, as long as your office has available credit on its purchase card(s) to cover the cost.

### **How do I pick a printer?**

The same way you would find any other type of vendor. Consider the many print shops near your office. You will find them listed in the local phone book or on the Internet. Please select the printer that offers the lowest price and/or the best value.

### **I went to three printers and they all quoted a price over \$1,000 – what should I do?**

Do it in-house or fill out the attached Standard Form 1, Printing and Binding Requisition (SF-1), and give it to the Office of Management (OM) for processing through GPO.

### **Our purchase card does not have enough available credit to cover the purchase – what should I do?**

Do it in-house or fill out and give an SF-1 to OM for processing through GPO.

### **I can't find a printer who can complete my job timely – what should I do?**

Do it in-house or fill out and give an SF-1 to OM for processing through GPO. The GPO has several programs that OM can use to get the work done more timely.

### **Can I go directly to GPO?**

No, only certain OM employees may procure printing through GPO.

### **When I charge commercial printing services on my credit card, what cost center and budget object class should I use when I reconcile my purchase card statement?**

Use cost center OIG1000000 and budget object class 2431

### **Who do I call?**

Please contact OM at (202) 927-5200 or [OIG-OM@oig.treas.gov](mailto:OIG-OM@oig.treas.gov) with your questions.

# SF 1 PRINTING AND BINDING REQUISITION To the PUBLIC PRINTER Please furnish the following:

JACKET NO. (Assigned at GPO)		<input type="checkbox"/> RED <input type="checkbox"/> BLACK	REQUISITION NO.
FROM (Department or Government Establishment)		(Bureau or Office)	DATE
APPROPRIATION CHARGEABLE/APPLICABLE LAW		BILLING ADDRESS CODE (BAC)	AUTHORIZED BY
TITLE		QUALITY LEVEL	FORM NO.
QUANTITY (Units of finished products)	FINISHED PRODUCT (Check one) <input type="checkbox"/> Books or Pamphlets <input type="checkbox"/> Blank Forms (Sheets) <input type="checkbox"/> Sets <input type="checkbox"/> Pads or Tablets <input type="checkbox"/> Other (Specify)		CLASSIFICATION
THIS ORDER RIDES (Department)	(Requisition No.)	(Jacket No.)	STRAP WITH REQUISITION NO.

PAPER STOCK AND INK	Text	FIRST CHOICE (Grade, color, and basis weight)	SECOND CHOICE (If any)	COLOR(S) OF INK
	Cover			
	OTHER (Specify)			

COMPOSITION	FURNISHED (Magnetic Tape) (Negatives) (Camera Copy) (Manuscript) (Shoot printed copy)	PREVIOUS JACKET/REQ. (If reprint)		
	<input type="checkbox"/> Direct Drive <input type="checkbox"/> Other	TEXT TYPE (Pr., Face, Leaded/Solid)	DISPLAY TYPE (Face)	MARGINS Back/Left Top Other
	TYPE PAGE No. of Col. Width WIDTH (Pica) Cols.	TYPE PAGE DEPTH (Include running head but not bottom folio)	ILLUSTRATIONS (Total)	PICK UP FROM: Jacket No. Req.No. RESTORE TO ORIGINAL JACKET

PRESS AND BINDERY	PRINT ONE SIDE ONLY	HEAD TO HEAD	HEAD TO FOOT	OTHER	COVER PRINTS 1 2 3 4	EMBOSS	RULING (Print or Bindery)	PERFORATE	SCORE	Position	NUMBER (Inclusive)	Color of ink	
	SIZE FLAT (Inches) FORMS, SETS, PADS	FOLD TO (Inches)		SIZE TRIMMED PAGE (Inches) BOOKS/PAMPH		PAGES		FOLDING/INSERTS	PAPER COVERS (Shelf) (Separate)		TO		
	WIRE STITCH (Side) (Saddle) (No.)	PASTE ON FORM	LOOSELEAF	ADHESIVE BOUND	SEW	CASE BOUND	(Material and Color)		STAMP TITLE (Bindery) Cover Spine Gold Im Gold Ink (color)				
	PAD/SETS (Gum) (Stitch) (Pos.)	(Sheets in Pad)	(Sets in Pad)	(Sheets in Set)	PUNCH/DRILL	(Shape)	(No. of holes)	(Diam.)	(Inches Center to Center)	(Pos.)	ROUND CORNERS (No.) (Position)		
	GATHER (Explain)						CARBON INTERLEAVE	INDEX (Cut)	(Tab)	(Bleed)	LIP DIVIDERS (Height of Lip)	(Width of cut 1/5 etc.) (Pos.)	

PROOFS AND DELIVERY	REQUESTED PROOF DATE	PROOF SETS (Galley) (Page)	DEPT. HOLD (Workdays) (Galley) (Pages)	PROOFS TO
	REQUESTED DELIVERY DATE	KRAFT WRAP	SHRINK	BAND IN SETS
	DELIVER TO	SUITABLE	OTHER PACKAGING (Specify)	QUANTITY IN PACKAGE

ADDITIONAL INFORMATION

FOR ADDITIONAL INFORMATION CONTACT (Name and Telephone Number)

BILLING ADDRESS (If BAC has not been assigned)

I certify that this work is authorized by law and necessary to the conduct of the business of the above-mentioned government establishment.

STANDARD FORM 1 (Rev July 1979)  
 Prescribed by GPO  
 Title 44 of the U.S. Code

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 (Authorizing Signature) (Title)