

Chapter 3690 - Paper and Printed Matter

3690 PRINTED MATTER (REVISED 5/79)

When ordering printed materials, the agencies are not to solicit bids themselves, but they may contact vendors to determine the purchase costs. When the purchase cost exceeds \$100, a Purchase Estimate, STD. 66, should be submitted to the Department of General Services, Office of Procurement.

3691 BOOKS AND PUBLICATIONS (REVISED 8/57)

Books will be purchased where the greatest discounts can be obtained. Books and periodicals will be circulated rather than purchasing duplicate copies.

Publication subscriptions will be obtained by competitive bidding whenever possible. Subscription lists will be checked to determine the continued need, and unnecessary subscriptions will be eliminated or terminated.

FORMS

3692.1 INTER-DEPARTMENTAL COMMUNICATION FORMS (REVISED 10/74)

Order annually. See SAM Section 2838.2.

3693 EQUIPMENT IDENTIFICATION (REVISED 2/69)

Agencies will estimate annually their fiscal year requirements for equipment Identification tags. See SAM Section 8637. A purchase estimate will be submitted to the Office of Procurement, Department of General Services, to be received by the last work day in March, and will show the quantity of tags needed, together with the agency name or abbreviation and the inclusive serial numbers, when needed.

3695 MAPS, U.S. GEOMAPS, U.S. GEOLOGICAL SURVEY (REVISED 9/85)

Quadrangle maps prepared by the U.S. Geological Survey and covering areas within the boundaries of the State of California may be purchased by other State agencies from the Department of Water Resources, Central Records. Maps may also be obtained by submitting cash in advance to the U.S. Geological Survey, Denver Federal Center, Denver, Colorado or from other distributors.

PAPER STOCK CHECKS

3696.1 ORDERING PROCEDURES (REVISED 3/96)

Paper stock checks will be used for all accounts maintained in the centralized State Treasury System. Bank transit routing symbols, account identification and check serial numbers will be printed in magnetic ink. A standard design and color for checks and check copies have been established for use by all State agencies. Unless specifically authorized by Department of Finance, Fiscal Systems and Consulting Unit, no State agencies will deviate from these standards:

Checks will be ordered as follows:

1. Contract/Delegation Order, STD. 65, will be used to order checks from the contractor in accordance with the terms, conditions, and ordering dates specified in the annual contract. The minimum number of checks to be ordered will be 1,000 checks. Agencies will maintain sufficient checks on hand to last at least nine months, but not to exceed two years. The only exception allowed is that the minimum order of 1,000 checks may exceed a two-year supply. All orders received by the vendor will be consolidated and filled at one time four times a year. Agencies should allow approximately 120 days for delivery after the consolidation dates mentioned in the contract.

2. If an agency requires checks which are not available through the annual contract, submit a purchase estimate enclosing two voided check samples to the Department of General Services, Office of Procurement. Such checks will have the agency name and account numbers printed on each check. Agencies should allow 120 days for delivery if checks are ordered by estimate.

3. In case of an emergency only, agencies may order checks on Sub-Purchase Order, STD. 40 or 40A, from the State Treasurer's Office, P. O. Box 942809, Sacramento, California 94209-0001. The order will be accompanied by a detailed written explanation of the reason for the emergency and the steps being taken to ensure the emergency will not recur. Orders will not be filled without the explanation. The minimum number of checks which can be ordered is 1,000 or a multiple thereof. Orders will be limited to a sufficient volume to cover the agency's needs until its regular checks can be ordered and delivered. Normally, the Treasurer's Office can deliver the emergency checks in seven to ten days after receipt of the order. The checks will be issued in random, consecutively numbered blocks without regard to the check numbers used previously by the ordering agency. The agency account number on which the checks will be written must be indicated on the sub-purchase order so that it can be encoded on the checks.

All agencies should order and keep sufficient supplies of regular checks on hand so that emergency orders will not be necessary. Emergency orders will cost considerably more than regular orders due to storage and extra processing prior to use by the agency.

See SAM Section 8041 for check writing procedures.

3696.2 ENVELOPES FOR PAPER STOCK CHECKS

(Revised 6/80)

Special window-type envelopes to be used for mailing paper stock checks are obtainable from the Department of General Services, Office of Procurement, Material Services Section. Requisitions will be made on Supply Order, STD. 116.

3696.3 CONSOLIDATION OF AGENCY ORDERS

(REVISED 9/77)

Contract/Delegation Order, STD. 65, for continuous-form checks must be submitted to the contractor in accordance with the schedule noted on the contract.
