March 4, 2014

To: All Users

Subject: Process for ordering printing services or supplies through Graphics Enterprise Services (GES)

the process is as follows:

1. Look up price in the GES price book* at your location or call your specialist for a quote.**

2. You can pay by requisition, activity fund check, or P-Card.
   a. If paying by check please bring check with you if going to Teacher’s Toolbox or indicate you will be paying by check on work order form and note PO number.
   b. If paying by requisition for jobs to be done or purchasing supplies. Here is the information you will need:
      Vendor number: 12878
      Buyer: IO
      Item type: X
      1. Go into Lawson and enter a requisition. This requisition needs to be an internal order NO SPOS are allowed.
      2. Requisition number is obtained.
      3. Fill out a graphics work order form (AD-12) and submit to GES.
   c. If paying with Purchase Card bring card in and pay at Teacher’s Toolbox. You will need a copy of the work order, for our records.

3. Submit a work order to Graphics Enterprise Services (GES) – indicate payment type on work order.

   AD-12 Graphics work order forms can be downloaded from the following link:
   http://www.aps.edu/graphics/work-orders.

   If you have any questions please contact Veronica Trujillo, Accounting Specialist at 842-3679 or by email: trujillo_v@aps.edu.

Thank you.

*Price books were given to all schools, if you need to request an additional book please contact trujillo_v@aps.edu or your specialist. **We have included a GES brochure which lists all the specialists and their schools listed.