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MANAGER

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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.