Instructional Support Services - Distribution of Printed Material

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: Originator forwards print order to Editorial Graphics and Publishing Services (EGPS) (with quantity, description, distribution list & packing list)

Request should include the quantity that each school should receive, a packing list addressed to the contact staff member of each school and a complete description of the materials to be distributed.

Step 2.0: EGPS forwards packing and distribution lists to the Operations Supervisor at DMM

Step 3.0: EGPS forwards print order to print shop with instructions to have materials delivered to Supply Warehouse for distribution

Step 4.0: Enter quantities into computer and onto labels with school name and PONY route showing

Step 5.0: Calibrate scale to document weight and place quantity on scale per school

Step 6.0: Place documents into box or PONY envelope with packing list or memo

Step 7.0: Place box on u-boat or in white tub by PONY route

Step 8.0: Are documents being placed on a skid?

If yes, proceed to Step 9.0. If no, skip to Step 10.0.

Step 9.0: Deliver documents by truck

Step 10.0: Enter number of boxes into computer to print delivery ticket

Step 11.0: Give delivery ticket to the Logistics Specialist or Operations Supervisor

Step 12.0: Are documents being delivered by PONY?

If yes, proceed to Step 13.0. If no, skip to Step 14.0.

Step 13.0: Mark u-boat as “Priority Delivery”

Step 14.0: DMM staff completes requested document distribution

Step 15.0: Notify distribution originator once distribution is complete

Step 16.0: Enter all distributions into computer

Step 17.0: Complete distribution report and deliver to DMM staff annually

This ends the process.
Box Label Samples:

Shipping Printed Materials...

Route:
Date: 9/30/2008
PO.: G-STARTED

SCSU RESERVE
Dept.: S-50F-50C-50V-60K-55
Number Boxes: 1

Shipping Textbooks...

Route: 3
Date: 9/30/2008
PO.: 8048932

Walter Johnson HS
Dept.: Foreign Lang
Number Boxes: 1

026_DMM_Instructional_Support_Services_Distribution_of_Printed_Material_Package
# MATERIALS PACKING SLIP

**Publication Title**

**Originating Office**

**Contact Name**

Phone #

## FOR DISTRIBUTION

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Grade Level(s)</th>
<th>Main Office</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All Students</td>
<td>Counseling Office</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Youngest in Family</td>
<td>Career Center</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other (Specify)</td>
<td>Other (Specify)</td>
<td></td>
</tr>
</tbody>
</table>

## FOR DISPLAY

<table>
<thead>
<tr>
<th>Quantity</th>
</tr>
</thead>
</table>

| Main Office |
| Counseling Office |
| Career Center |
| Other (Specify) |

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EGPS Customer Service Desk
egps@mcpssd.org

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