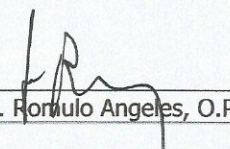


Procedure No:	ADM-PROC-FNR-0007
Procedure Title:	Reproduction Services Procedure
Related Policy:	ADM-POL-FNR-0008 Reproduction Services Policy
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Finance and Resources Office
"Supersedes" Notification:	
Procedure Description:	This procedure enumerates the requirements, personnel and processing and delivery of all documents for reproduction in the Colegio.
Areas of Responsibility:	Finance and Resources Office
Procedure Details:	<p>Reproduction of Non-Examination Documents</p> <p>Step 1. The requisitioner files an online request for reproduction.</p> <p>Step 2. The requisitioner prints a copy of the approved online request for reproduction and submits the copy of the material for reproduction to the Bookstore.</p> <p>Step 3. The Bookstore personnel receives the document to be reproduced and a copy of the approved Purchase Order.</p> <p>Step 4. The requisitioner is informed of the exact date when the reproduced materials can be claimed.</p> <p>Step 5. The reproduced documents are released to the requisitioner.</p> <p>Reproduction of Examination Papers</p> <p>Step 1. The Faculty Member is issued a Risographing Form from the Dean's Office.</p> <p>Step 2. The Faculty Members submits his approved examination and risographing form to the Bookstore personnel.</p> <p>Step 3. The Bookstore personnel informs the Faculty Member when he can claim is reproduced examination papers.</p> <p>Step 4. The Faculty Member can claim his reproduced examination papers.</p>
Procedure Approval Authority:	Finance and Resources Director
References:	Approved Online Reproduction Service Request Form Approved Purchase Order Risographing Form for Examinations
Definition:	
Help Page:	Finance and Resources Office
Prepared by:	Planning, Funding and Development Office
Approved by:	 Bro. Romulo Angeles, O.P.
Date of Approval:	

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