

BUSINESS CENTER ORDERING PROCEDURES

DEPARTMENTS

ORDERING PROCESS

1. Customer completes the online Business Center Order Form. Customer may submit the file by:
 - a. Delivering it (in-person) to the Business Center
 - b. E-mailing the file to printing@daltonstate.edu
 - c. Uploading the file online
2. Once the order form and document have been received, the Business Center will complete a quote, which will be e-mailed directly to the customer.

QUOTE/BUDGETARY APPROVAL PROCESS

1. The customer will indicate on the quote the departmental speedcode to use for payment.
2. The customer will sign the quote along with the department head/dean. The customer will forward the quote to the Budget Office (Budget/Grant Analyst) for final approval/denial.
3. The Budget Office will forward the approved/denied quote to the Business Center.

PRINTING PROCESS

1. Once the approved quote is returned to the Business Center, the printing process will begin.
 - a. Basic print jobs can be completed in 2-3 business days, once the approved quote is received by the Business Center.
 - b. More involved print jobs may take 5-7 business days to complete, once the approved quote is received by the Business Center.
2. The Business Center will notify the customer by phone and/or e-mail once the print job is complete and ready for pick-up.

BILLING/PAYMENT PROCESS

1. Once the print job has been completed, the Business Center will e-mail the invoice to the customer.
2. The Business Center will submit a journal to the Office of Accounting and Budget to transfer funds from the department (using the speedcode indicated on the quote) to the Business Center.