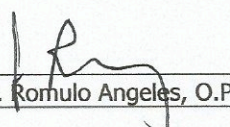


Policy No:	ADM-POL-FNR-0008
Policy Title:	Reproduction Services Policy
Implementation Procedure:	ADM-PROC-FNR-0007 Reproduction Services Procedure
Date of Issuance:	S.Y.2010-2011
Effectivity:	S.Y. 2010-2001 to present
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Office of Origin: (Policy Expert)	Finance and Resources Office
"Supersedes" Notification:	
Purpose of Policy:	This policy details the requirements, process and key persons involved in all requests for reproduction.
Detailed Policy Statement:	<ul style="list-style-type: none"> <li>• All requests for reproduction (risograph) are handled by the Bookstore.</li> <li>• Only materials for official use are accepted for reproduction.</li> <li>• All requests for reproduction should be accompanied by a printed copy of the approved Purchase Order.</li> <li>• Request for reproduction of examination papers should be approved by the Office of the Dean.</li> <li>• The Bookstore personnel shall not accept any examination paper unless it bears the approval slip and stamp from the Office of the Dean / Principal.</li> <li>• The Bookstore shall not be responsible for sorting the documents submitted for reproduction.</li> <li>• During the examination weeks, the Bookstore prioritizes risographing of examination papers.</li> <li>• Student Assistants are not allowed to receive and release examination papers. Only authorized Bookstore employees are allowed to receive, release and reproduce examination papers.</li> <li>• In the case of High School and Elementary examination papers, janitors are allowed to set the papers provided it is accompanied by the Management Staff of the High School and Elementary Departments.</li> <li>• The release of examination papers will be dependent on the examination schedule of the subject.</li> <li>• For non-examination materials, the Bookstore personnel shall coordinate with the schedule of the releasing of risographing materials. However, in cases when there is an unexpected bulk of materials to be reproduced, the requisitioner is informed of the exact date of the completion of the reproduction process.</li> </ul>
Applicability:	All employees
Policy Approval Authority:	Finance and Resources Director
Related Policies or References	Approved Online Reproduction Service Request
Definition:	
Prepared by:	Planning, Funding and Development Office
Approved by:	 Bro. Romulo Angeles, O.P.
Date of Approval	

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