

REQUESTING PHOTO REPRODUCTION

BACKGROUND:

Photographic reproduction is accomplished within PIC by submitting a Reproduction Requisition to DMD, Room 404F.

PIC REQUISITION FORM:

PIC requisition forms are centrally controlled within the Staff by assigning a CCS control number in the upper right corner of the form (See Attachment for example of completed form). These numbers are sequential as new orders are submitted.

The forms are typed in triplicate. Two go to DMD/T in room 513A, and one is for the Staff file. This file (CCS Reproduction Requisitions) is located in Safe 7447 in Room 502.

STANDARD OPERATING PROCEDURE:

1. Fill out one copy of requisition form in pencil, making sure the data on material furnished is clear and correct. Be sure the date job is required is realistically arrived at and all boxes as shown on the attachment are filled in.
2. Submit pencil copy to the clerk typist for typing. The clerk will place the CCS control number on the finished copies (three).
3. The clerk typist will deliver the two copies to DMD, Room 404F.
4. Upon return of the material the clerk will mark "Completed" and the date on the CCS file copy of the requisition. If the material is delivered to someone other than the clerk, that person is responsible for informing the clerk of the completion of reproduction.

