DHS Oregon Department of Human Services

Administrative Services

Policy Transmittal

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Authorized Signature

Number: AS-PT-04-007
Issue Date: April 29, 2004

Topic: Agency-wide Policy

Transmitting (check the box that best applies):

☐ New Policy ☒ Policy Change ☐ Policy Clarification ☐ Executive Letter
☐ Administrative Rule ☐ Manual Update ☐ Other: _____

Applies to (check all that apply):

☒ All DHS employees
☐ Area Agencies on Aging
☐ Children, Adults and Families
☐ County DD Program Managers
☐ County Mental Health Directors
☐ Health Services
☐ Seniors and People with Disabilities
☐ Other (please specify):

Policy/Rule Title:	Business Cards, Letterhead and Envelopes		
Policy/Rule Number(s):	AS-050-002	Release No:	2.0
Effective Date:	04/08/2004	Expiration:	N/A
References:	• Inside Oregon Printing and DAS State of Oregon Printing Contracts. • Statute of State of Oregon printing requirements: ORS 282		
Web Address:	http://www.dhs.state.or.us/policy/admin/forms/050_002.htm		

Discussion/Interpretation: This policy revision implements new standards for ordering business cards, letterhead, and envelopes following terms of the Department's printing contract with Inside Oregon.

DHS staff will submit their printing order directly to the contractor. Invoices will then be sent back to the requestor for payment using SPOT VISA cards, eliminating the need for invoices to be sent to OFDM for approval.

Implementation/Transition Instructions: Staff ordering the printing of business cards, letterhead, and envelopes should immediately transition to using the new instructions outlined in the procedures.

Training/Communication Plan: This transmittal serves as the formal announcement

of this policy revision. No training is required.

Local/Branch Action Required: Follow the outlined procedures to implement policy requirements.

Central Office Action Required: Review and update policy and procedures as necessary and respond to questions and inquires.

Field/Stakeholder review: ☒ Yes ☐ No

If yes, reviewed by: OFDM policy review group and AS Policy Team.

Filing Instructions: No paper copies are distributed for filing. DHS Agency-wide policies are located on the DHS web site at http://www.dhs.state.or.us/policy/admin/

If you have any questions about this policy, contact:

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