State of Colorado

Alert # 170

TO: Controllers and Chief Fiscal Officers of State Departments
         And Higher Education Institutions and Boards

FROM: Leslie M. Shenefelt
         State Controller

DATE: March 30, 2007

SUBJECT: *Fiscal Procedures Manual*
         Open/Close Training
         Supplementals
         FY08 APP2 Records are Available on the Financial Data Warehouse
         New Employees in the State Controller's Office

Fiscal Procedures Manual

The FY07-08 Fiscal Procedures Manual is finished and available on the Office of the State Controller's website:

http://www.colorado.gov/dpa/dfp/sco/FiscalProcedures/Cur/manual07_08.htm

Printed copies are available from the Division of Central Services in DPA. Complete the attached Integrated Document Factory Print Request Form, requesting the file called "FPM_FY07-08.pdf". Fax the completed order form to 303-866-4024 or e-mail the form to ids.customerservice@state.co.us. Please be aware that if the form is completed electronically, the version of Adobe Acrobat used must support the write function. Otherwise the form will transmit as a blank document to IDF. Copies of the manual will be delivered via inter-departmental mail.

Open/Close Training

The Office of the State Controller and the Colorado Fiscal Manager's Association (CFMA) will sponsor the general Open/Close Training. Changes for the current year will be reviewed on Tuesday April 17th at the Ft. Logan Auditorium. The morning session will begin at 8:30 a.m. and is planned to last until noon. We are offering optional training in the afternoon (lunch on your own) beginning at 1:15 in the following order: Fiscal Rules, Long Bill/AP Processing/BDA01 analysis and Indirect Cost. The online registration form and training materials can be accessed at: http://www.colorado.gov/dpa/dfp/sco/traininginfo.htm. If you wish to have a copy of the training materials, please print the handouts and bring to the session. Coffee and donuts will be available at 8:15 a.m.

Sign up for "Open/Close Training for New Employees" is also on the online registration form. It is scheduled for Thursday, April 26 in the 2nd floor Exam Room at 633 17th Street from 9:30 a.m. to 3:30 p.m. (lunch on your own). Again, if you wish to have a copy of the handouts, please print a copy of the materials and bring to the session.

Higher education will have specific open/close training available to meet its unique needs. It is scheduled for Thursday, April 12 from 9:00 to 12:00. The training will be held at Metropolitan State College and will be available either at Metro or via videoconference. Vicki Nichol is coordinating these details.

Supplementals

The Governor has signed most agency supplementals. If signed, please book the related AP documents by the end of period 09, which ends April 13. Any additional supplementals signed in March should also be booked in period 9.

FY08 APP2 Records are Available on the Financial Date Warehouse

The new fiscal year COFRS table initialization process has been completed. The table listings are available on the Financial Data Warehouse. Agencies should review their account code structure and begin to modify agency-defined tables and request modifications to centrally defined tables. To review the applicable coding, the FDW has reports of all tables that were initialized for FY08. The reports may be found under "Table Listings" on the left hand side of the FDW home page. The APP2 Table Listing will be distributed via e-mail by FAST. Additions, changes, or deletions to the APP2 Table Listing should be noted and returned to FAST for update.

New Employees in the State Controller's Office

Jessie Gooch joins Central Payroll from the Department of Education. She is handling reconciliations, insurance prepayments, refunds and deceased employees. Trevor Borgonah joins Reporting and Analysis Section from the Community College of Aurora. He is handling indirect costs, TABOR, capital construction, and variance analysis. Welcome Jessie and Trevor!

| JOB NO. | C.S. ART/PRINT FILE NO. | ☐ CUSTOMER WILL PICK-UP JOB (CALL WHEN READY) | IDF/CENTRAL SERVICES **ART / PRINT / COPY / MAIL REQUEST FORM** *(PLEASE TYPE OR PRINT).* SEE INSTRUCTIONS ON BACK OF THIS FORM |

| SHIP TO: (Department, agency or Mail Services) | 1st PERSON TO CONTACT | 2nd PERSON TO CONTACT |

| ADDRESS | TELEPHONE NO. EXT. | FAX NUMBER |

| BOXES SHIPPED | ENVELOPE SHIPPED | BILL TO: (only if other than ship to) |

| TITLE OF PROJECT (F# if applicable) | ADDRESS |

| NAME OF DIGITAL FILE(S) | E-MAIL ADDRESS |

| DATE OF REQUEST | DATE & TIME REQUIRED | ART RECEIVED | TO PRINT | PRINT DUE | EST. ART COST/BY | AUTHORIZED SIGNATURE (for request) |
| | | ART DUE | PRINT RECEIVED | TO MAIL | EST. PRINT COST/BY | |

| BILLING CODE NO. (required to process order) | COFRS DOC I.D. (for C.S. use only) | DATE CALLED, FAXED OR MAILED |

YOUR Q,A,P NUMBER (9 digit COFRS code)
A P Q

COFRS DOC I.D.: I T A E A | | | | | | | | | |

YOUR MAIL CODE IF DIFFERENT
M

DESIGNER ▼   APPROVAL (X) ►

TYPE OF REQUEST ☐ ART REQUIRED ☐ PRINTING REQUIRED ☐ QUICK COPY REQUIRED

☐ MAIL (call Mail Services to arrange for scheduling and processing of your mailing) ☐ OTHER (use Special Instructions area)

ARTWORK/SAMPLE INCLUDED? ☐ YES ☐ NO

PARTS	PAPER COLOR SEQUENCE (NCR ONLY)
1	*
2	*
3	*
4	*
5	*
6	*

NO. OF ORIGINALS	FINISHED QUANTITY	PRESS INK COLOR(S) ☐ BLK	FINISHED SIZE	PAPER STOCK (weight and color)

PRESS INK COLOR(S) ☐ BLK
☐ PMS _____ ☐ PMS _____
COPIER (Digital)
☐ BLACK ☐ COLOR

FINISHED SIZE
☐ CUT TO: ☐ FOLD TO:
☐ 4¼ x 5½ ☐ 5½ x 8½
☐ 8½ x 11 ☐ 8½ x 14
☐ 11 x 17 ☐ _____
☐ LETTERFOLD SIZE (#10 ENV)

PAPER STOCK (weight and color)
☐ BOND _____ ☐ NCR 2 3 4 5 6
☐ TEXT _____ ☐ IF NON-STD. SEQ., USE
☐ COVER _____ ☐ TRANSPARENCIES
☐ _____ ☐ TABS _____

PRINT
☐ FRONT ONLY ☐ HEAD TO HEAD
☐ FRONT & BACK ☐ HEAD TO FOOT

TYPE OF BINDING
☐ COLLATE/INSERT
☐ SIDE STITCH
☐ SADDLE STITCH
☐ CORNER STAPLE L R
☐ TAPE BIND (Q.C. ONLY)
☐ _____

PADDING
☐ TOP ☐ BOTTOM
☐ LEFT ☐ RIGHT
SHEETS PER PAD _____
SHEETS PER SET _____
SETS PER PAD _____
☐ SHRINK WRAP _____

DRILLING
NO. OF HOLES   SIDE
☐ 2 ☐ 3   ☐ 8½ ☐ 11 ☐ 14
☐ _____   ☐ _____

PUNCHING
☐ GBC ☐ SPIRAL
OTHER
☐ SCORE ☐ PERFORATE

MAIL SERVICES

DATE MATERIAL IN: _____   MAILED: _____   PIECE COUNT _____

☐ INKJET _____ ☐ HAND WORK _____ ☐ PRESORT STANDARD PRMT # _____ ☐ OTHER _____
☐ FOLD _____ ☐ SORTING _____ ☐ PRESORT 1ST CLASS PRMT # _____
☐ INSERT _____ ☐ TABBING _____ ☐ NON PROFIT PRMT # _____
☐ LABELING _____ ☐ MISC WORK _____ ☐ METERED MAIL RATE _____

FOR QUICK COPY USE ONLY

DATE RECEIVED	IMPRESSIONS	BINDERY	PAPER STOCK		
	DOCUTECH	QUICK COPY	20# BOND (Colors) $ _____	TRANSPARENCY $ _____
DATE PRINTED			TEXT (70# - 60#) $ _____	OTHER $ _____
	COLOR PRINTER	PRINT SHOP	COVER/INDEX $ _____	$ _____
PROOF REQUIRED ☐			TAB DIVIDERS $ _____	$ _____

| COST CODE | CS NUMBER | COST CODE | CS NUMBER | COST CODE 06 | CS NUMBER | OPERATOR INIT | TOTAL COST |

SPECIAL INSTRUCTIONS (brief description of work desired)

PREVIOUS JOB NUMBER

Customer Service 303-866-3874   Design Center 303-866-5374   State Print Shop 303-866-2405   Quick Copy 303-866-3343   Mail Services 303-866-3231

CS-02-0-01 (REV. 01/03)   DISTRIBUTION: White,Canary — IDF / Central Services   Pink — Requesting Agency

Art/Reproduction Request Form instructions

These instructions are included to assist you in better understanding the information required to provide you with the desired product. To expedite your request, please provide us with all information requested in the non-shaded parts of the form (except for reproduction specifics, if unknown). If you are not sure exactly what the final product will be, please feel free to contact the Design, Print, or Quick Copy office and we will help you determine the product that will best suit your needs.

JOB NO.—This preprinted number is used for tracking your job through the accounting system as well as the design/print process. Please retain the pink and gold copies for yourself and your accounting unit (you can refer to this number should you have questions about your job). This number will appear on your bill for the job.

SHIP TO: (Department or agency)—Name of agency or department that will receive the finished product.

ADDRESS—Complete street address with room number or floor number.

BILL TO: (only if other than ship to)—Information is needed here ONLY if it is different than the ship to information.

1st PERSON TO CONTACT—This information is very important for us to have in order to call if questions arise. Don't forget to list your phone number in the box below. Also, it is very beneficial to include a second contact person's name and your FAX number, which can be used to send you proofs if necessary.

CALL WHEN READY—A check mark in this box means you want to be called when your job is completed instead of having it delivered to you. Please be sure to enter your name and phone number in the boxes labeled 1st PERSON TO CONTACT and TELEPHONE NO. EXT.

TITLE OF PROJECT (F# if applicable)—Enter the name of the report, the number of the form, or the best description of the job you want completed. Also, if it will be helpful to you, enter an F# for your tracking purposes.

DATE REQUIRED:—This is the date and time that the completed job should be returned to you. If you are on a tight deadline, please contact someone at the Design Center, Print Shop, and/or Quick Copy in advance.

AUTHORIZED SIGNATURE (for request)—This block must be signed in order to process your request.

BILLING CODE NO.—This nine-digit number is required in order to log in the job and begin work on it. If you do not know your number, contact the person responsible for accounting in your unit. If you require a separate code for design and reproduction, please use the space above the nine boxes to include another code (precede the code with an "A" for art, "P" for printing, or a "Q" for copying). This number will appear on the bill you receive.

TYPE OF REQUEST—This tells us the kind of work you need and more than one box can be checked if need be. If you do not know the method of reproduction appropriate for your project, we will use the information you give us regarding quantity, colors, paper, binding and time available to make a recommendation to you. Also, if you have artwork, a mock-up or a previous sample for your job, please send it with the request form.

NO. OF ORIGINALS—An original is each side of a piece of camera-ready artwork that has an image, type, or words on it that you want reproduced. For example, to print an 8½" x 11" sheet front and back requires two pieces of artwork (originals). To print an eight-page saddle stitched newsletter requires four originals (one for each two-page spread to be folded in half).

PRINT QUANTITY—This is the number of copies you need of the entire job—i.e., 100, 500, or 2000 copies of a form, letterhead, newsletter, etc.

FINISHED SIZE—This refers to the size of the completed project after any cutting and/or folding has been done. For example, a standard letterhead has a finished size of 8½" x 11", but an 8½" x 11" 3-panel (2-fold) brochure has a finished size referred to as "letterfold size". Please check the appropriate box or write in the size if not listed and indicate whether the job includes any cutting or folding. It is also recommended that you write a brief description of the desired format in the SPECIAL INSTRUCTIONS area at the bottom of this form.

PAPER STOCK (weight and color)—Bond is the lightweight paper most often used for letterheads and for use in copiers and laser printers. Text refers to a paper heavier than bond that is commonly used for brochures and divider sheets. Cover is heavier yet and is normally used for the front and back pages of reports. Please indicate your preference regarding recycled paper. Select TRANSPARENCIES if you are requesting overheads from the Quick Copy unit. NCR 2 3 4 5 6 is carbonless paper of 2 to 6 parts. Please circle the number of parts required. Also, indicate whether paper color sequence is standard or non-standard (an additional charge will apply for non-standard). If non-standard, please use boxes at right to list sequence (this area can also be used to list paper colors for non-NCR jobs that use many different colors). Standard sequence is as follows:
    2-part = White and Canary
    3-part = White, Canary, Pink
    4-part = White, Canary, Pink, Goldenrod
    5-part = White, Green, Canary, Pink, Gold
    6-part = White, Blue, Green, Canary, Pink, Goldenrod

PRINT—"Head to head" means printing like a book or newspaper (tops remain at the top when turning pages). "Head to foot" means the top of the front side is the bottom or foot of the backside (pages are flipped instead of turned).

TYPE OF BINDING—Collate means the sheets are in order by page number with odd numbers on the front and even numbers on the back. Side stitch means using staples down the left side of the printed job (usually 2 or 3). Saddle stitch means two staples on the center fold of a booklet. Corner staple means one staple in the upper left or upper right corner. Tape Binding, available at Quick Copy, refers to a strip of black tape that acts as a spine.

PADDING—Top, bottom, left, or right is determined by the way the form reads. Most forms are padded on the top or left side.

DRILLING—This refers to the number of holes and which edge of the sheet or report you want the holes to be drilled.

PUNCHING—GBC is the punching of rectangular holes and the insertion of plastic comb binders. Spiral Bind means a narrow plastic coil is attached along one side of the project in a row of round holes.

OTHER—Score means to make an indented mark in order to make folding easier. Perforate is a line of dotted cuts to make tearing apart easier.

OUTPUT SPECIFICATIONS (for Design Center)—This section applies to the outputting of computer files (page layout and illustration).

SYSTEM—If you provide us with files, please check the appropriate system here.

SOFTWARE/VERSION—When giving us a disk to be used either as text and graphics to be formatted by us or as complete documents to be output, list the software and version you used to create it.

RESOLUTION—This tells us what you expect the resolution, in Dots Per Inch (DPI), of the final artwork to be. 300 and 600 DPI applies to laser prints and is used primarily for proofs. The standard output resolution for final artwork from our imagesetter is 1200 DPI.

FONTS & ART FILES USED—List fonts you used on your documents, keeping in mind that the Design Center must have matching fonts in order to output your files. If not a standard laser printer font, please provide screen and printer fonts on your disk (PostScript fonts are preferred). Also, if your document contains any graphic files, provide them as separate files (if they are only embedded in the document we are unable to edit them should it be necessary).

PROOF REQUIRED (QUICK COPY portion of form)—If you are uncertain about how your originals will copy, or if you need to choose specific colors for color copy jobs, mark this box.

SPECIAL INSTRUCTIONS—Please include a brief description of the work you desire here, along with any special instructions that cannot be indicated in the above sections. You may also indicate here if you require a cost total for design and/or printing.