Print-on-Demand ordering will be allowed year-round through the end of June (no year-end deadline) *provided* that the orders are placed online.

The online process is in place for the following reasons:

- **To save the college money**
  - We have contract pricing that will not be captured on orders placed at the stores
  - We have a rebate based on online purchase activity – this saving is lost if printing is generated at store locations
- **To ensure the security of the documents**
  - The print facilities are closed facilities – security of documents is guaranteed
  - Store printing does not guarantee the security of the documents
- **To facilitate access**
  - Orders can be made at any time (24/7) from any computer that has internet access

All orders must go through the online placement process and will be delivered in approximately three (3) business days (to the Mailroom for faculty – your contacts for the Mailroom are Yolanda, any staff substitute, and/or the night dean).

If an emergency need for materials before the three (3) day usual turnaround time arises, contact your Dean, Division Administrator or Manager/Supervisor for approval. If your request is authorized, indicate which store location you will be using (Harden Ranch or Sand City). The store will be contacted to let them know who will be coming with an emergency print job - *an ID will be required.*

Example of an emergency:

- *An order was appropriately placed online, but, due to unforeseen circumstances or complexity of the order, the materials will not arrive on time as stated by the print facility representative.*

**USER ACCOUNTS:**

To obtain an online user account, a request needs to come to Purchasing from the Dean, Division Administrator or Manager/Supervisor and should include: Name, email address (Hartnell’s is preferred) and a phone number where you can be reached.