

7.0 Printing

In order to provide consistent and efficient assistance to the WHC committees, the following guidelines have been developed.

- The office staff is available for assistance in organizing information, creating brochures, proofreading documents, etc.
 - If copies of 50 or less are needed, the office staff may be able to make those copies. The committee chair requesting the copies will need to contact the VP of WHC, and request the copies be made in the WHC office.
 - If approved, the office will make the copies.
 - If not approved, due to work load, the process below will be followed.
 - If more than 50 copies are needed, or the office is unable to make less than 50 copies, the office staff can prepare the 'MASTER' draft and send it to the committee chair for approval.
 - Once the 'MASTER' draft is approved by the committee chair, the office will electronically send the document to a source (Staples, Office Max, etc.) approved in advance by the committee chair, for printing. The office will work with the committee chair to find a source that is convenient to use, or return to committee chair.
 - Once the documents are printed, the committee chair, or a designated committee member, will pick up the printed documents and pay for them. They can then fill out an expense voucher (found on the WHC website) and send it to the Treasurer for reimbursement.
 - If the money to pay for the copies is needed in advance, the committee chair can contact the WHC Treasurer a week in advance with the amount needed and a check will be sent out to the person picking up the finished copied items.
 - Any questions regarding assistance from the office personnel should be directed to WHC VP.