

U.S. Department of Housing and Urban Development

ADMINISTRATION

Special Attention of:	Transmittal Handbook No.: 2255.4 REV-2
Headquarters Administrative Officers	Issued: July 23, 1993
All Division Directors and Branch Chiefs, OAMS	
Regional Directors of Administrative Services Divisions	
All Field Administrative Officers	

1. This Transmits

Handbook 2255.4 REV-2, "Printing Policies and Procedures"
2. Summary. Major changes are:
 - A. The printing plant was reduced to a duplicating facility by the Joint Committee on Printing.
 - B. Joint Committee on Printing approval is required prior to the acquisition of any copier/duplicator that requires the attendance of a trained dedicated operator.
 - C. The title of the division is changed from Printing and Visual Arts Division to Management Services Division.
 - D. The use of colored or coated paper and multiple inks is restricted.
 - E. All costs for In-house work will be funded by the Office of Administrative and Management Services.
 - F. The Regional Director, Administrative Services Division, or equivalent, is the approving official for the acquisition of copier equipment in the Regional and Field offices.
3. Filing Instructions

Remove:

Handbook 2255.4 REV-1,
Printing Policies and
Procedures, dated 5/84

Insert:

Handbook 2255.4 REV-2,
Printing Policies and
Procedures, dated 7/93

Handbook

2255.4 REV-2

U.S. Department of Housing and Urban Development

Washington, D.C. 20410

Departmental

Staff

July 1993

Printing Policies

and Procedures
