



**DIOCESE OF PITTSBURGH**

[www.diopitt.org](http://www.diopitt.org)

**ASSOCIATE GENERAL SECRETARY**

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**TO:** All Diocesan offices  
**FROM:** Deacon Kevin Lander  
**DATE:** April 29, 2014  
**RE:** New diocesan printing policy

As part of our desire to carefully manage the money with which we have been entrusted, the diocesan Print Shop has purchased a high quality color printer. **Effective Monday, May 12, 2014, your department will use it for all jobs that our Print Shop is capable of handling, unless you have obtained prior written permission from me to use an outside printing vendor.** If you use an outside vendor for printing without authorization, the diocese won't pay the bill.

**It's a great printer, and it's free to your department.** But there are guidelines:

- The paper size must be 8 ½ x 11 (letter); 8 ½ x 14 (legal); or, 11x17 (ledger).
- Brochures, flyers and posters can use full color printing.
- Booklets / booklet covers such as worship aids, programs, etc., should use color paper, not color ink.

The following items will still need to be ordered from an outside vendor. This process is not changing. Orders for these items will continue to go through Darlene Peterson at [dpeterson@diopitt.org](mailto:dpeterson@diopitt.org). She will place the orders.

- Business cards
- Letterhead stationary
- Envelopes
- Booklet jobs with a quantity over 2,000

The Diocese doesn't have a graphic artist. If you are in need of one, please contact Darlene Peterson or Mike Dern at 412-456-3020 or [communications@diopitt.org](mailto:communications@diopitt.org). Your office will be billed for these services.

**How to use the new printer:**

- Requests for **booklets** must be made at least 10 working days before you need the booklet, except in emergencies, so-designated by your Secretariat Head.
- Requests for **all other jobs** must be made at least five working days prior to the date needed.
- Send the designed and proof-read copy along with your print request form, which can be found at [www.diopitt.org/formsanddocuments](http://www.diopitt.org/formsanddocuments) to Chip Kelsch at [PrintShopRequest@diopitt.org](mailto:PrintShopRequest@diopitt.org). If there is a reason that Chip can't fulfill the request, he will contact you.
- Use of outside vendors for printing must be approved in advance by me at [klander@diopitt.org](mailto:klander@diopitt.org). Make such requests using that same print request form mentioned above, again, it can be found at [www.diopitt.org/formsanddocuments](http://www.diopitt.org/formsanddocuments)
- All printing invoices from outside vendors received by our diocesan finance office must include the prior authorization form, signed by me or my designee.
- Chip Kelsch will deliver the finished products to the Pastoral Center and St. Paul Seminary. Other recipients can pick them up at the Seminary unless you are able to make other arrangements for delivery.