



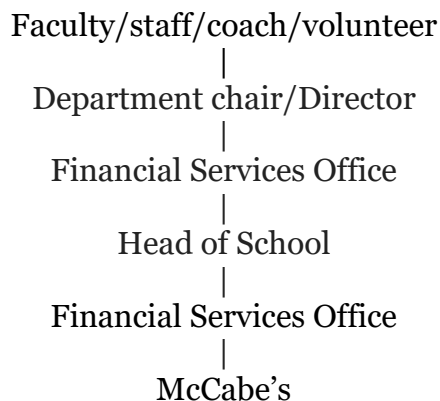
ST. PAUL VI CATHOLIC HIGH SCHOOL

APPROVAL PROCESS FOR ITEMS TO BE PRINTED FROM MCCABE'S PRINTING GROUP

(Updated 9/14/23)

1. Faculty/staff/coach/volunteer works with McCabe's customer representative on a project and receives a quote and proof for the project.
2. The quote and proof of the project are submitted to the department chair/director with a purchase order (PO) for purchase approval.
3. The department chair/director reviews and approves the PO and proof. Once approved, the PO and quote are sent to the Financial Services Office (finance@paulvi.net), and the proof is sent to the Communication Office (communications@paulvi.net).
4. The Communications Office will work with faculty/staff/coach/volunteer to ensure the project meets branding guidelines. Once final proof is approved, the Communications Office will send a message to the faculty/staff/coach/volunteer and Financial Services Office.
5. While the Communications Office is finalizing the proof, the Financial Services Office will obtain Head of School approval on the PO.
6. After receiving purchase approval from the Head of School and branding approval from the Communications Office, the Financial Services Office will email McCabe's and let them know the project is approved to be printed, copying the faculty/staff/coach/volunteer who initiated the project.

Purchase Approval



Branding Approval

