



CORE Warrant Guide

September 2014



Overview

IDS has put together this CORE Warrant Guide and Tool to help you through each individual CORE warrant process, including specific contact information and a list of terms. The CORE Warrant Tool is setup per each CORE code, a description of each one, the CORE explanation, turnaround time, and cost. If for any reason you are still not finding the information you need, something is not clear, or have any other questions, please contact one of our IDS Customer Services Reps (CSR).

IDS Contacts

Main CSR:

Joe Aguilar, Melissa (Mel) Wilkerson, Johnna Torres

303-866-4100 — ids.customerservice@state.co.us

Mail:

Sherri Fuss — 303-866-3876 — sherri.fuss@state.co.us

Adrian Martinez — 303-866-3070 — adrian.martinez@state.co.us

Dan Zamora — 303-866-3887 — dan.zamora@state.co.us

Print:

Steve Wilkerson — 303-866-2189 — steve.wilkerson@state.co.us

Print Operations/after hours — 303-866-2541

Terms and Definitions

Apply Postage – Machine in-line metering; Priority Mail/FedEx/UPS requires service charge

Auto Inserting – Machine insert; Machine puts warrants into envelopes

DISC Code – Disbursement category; Value entered will be pushed down to the Accounting Line and will replace any value manually entered on the Accounting Line

Envelope – A state standard 6 x 9 single window

Hand Fold – Manual fold for envelope

Hand Inserting – Insert hand folded warrant into envelope

Handling Code – How warrants will be processed

IDS Delivery – Established courier routes or special run

USPS Delivery – Mailed directly from IDS

Overflow Sheet – Overflow stock

Overflow Stock (white) – Plain white 20 lb. paper with additional lines of detail for payment

Postage – Variables:

 Mail Certified: certified charge plus USPS postage, based on weight

 Presort/First-Class: presort rate, subject to change (discounted state rate)

 Priority Mail: 1 oz. Priority Mail charge goes up by weight

Print Cost (Impression) – Cost per printed side

Shipping Cost – FedEx/UPS, based on location and weight

Special Run – On-demand delivery request; \$73.00 additional cost

USPS – United States Postal Service

Warrant Stock – Preprinted check paper with built in security features



CORE Warrant Tool

A DISC CODE and HANDLING CODE ARE MANDATORY, even though the system does not require it yet

CORE Handling Code	Handling Code Description	Explanation in CORE	Short Description	Turn-around Time (Business Days)	Costs
M1	Mail-Presort/ First-Class	Inserted through the IDS automated process and metered in-line at the presort rate. Once this mail has been inserted and metered, it will move to the IDS outgoing mail sorter, then blended with other state agency presort mail to be delivered to the USPS General Mail Facility for further processing.	If you chose this category, your warrants will be mailed the same day they are printed from the IDS facility in Denver. These warrants will not be delivered to the agency prior to mail. These warrants are fully automated production.	Printed Next Day 2-3 Days USPS	Print Cost: \$0.153 per warrant (impression) \$0.055 per overflow sheet (impression) Warrant Stock \$0.02 per check Overflow Stock (white) \$0.006 per sheet Envelope \$0.026 Auto Inserting \$0.057 Apply Postage \$0.009 USPS Delivery \$0.004 Postage \$0.406* \$0.675/warrant mailed (w/o overflow sheet)
M2	Mail-Presort/ First-Class with Insert	Inserted manually and metered offline – line at the presort rates. Once this mail has been inserted and metered, it will move to the IDS outgoing mail sorter, then blended with other state agency presort mail to be delivered to the USPS General Mail Facility for further processing.	If you chose this category, your warrants will be mailed the same day they are printed from the IDS facility in Denver. These warrants will not be delivered to the agency prior to mail. These warrants will be hand inserted with inserts provided by the customer. <i>Should you choose this category, please ensure that the inserts are delivered to IDS [Attn: IDS Customer Service] prior to requesting warrant printing from CORE, along with a IDS Request Form – see link below.</i> www.colorado.gov/pacific/dcs/ids-forms	Printed Next Day 2-3 Days USPS	Print Cost \$0.153 per warrant (impression) \$0.055 per overflow sheet (impression) Warrant Stock \$0.02 per check Overflow Stock (white) \$0.006 per sheet Envelope \$0.026 Hand Inserting \$0.495 Hand Fold \$0.841 Apply Postage \$0.059 USPS Delivery \$0.004 Postage \$0.406* \$2.01/warrant mailed (w/o overflow sheet)
M3	Mail-Priority	Inserted manually, metered offline at the priority mail rate and delivered with the rest of the State's First-Class Mail to the USPS General Mail Facility for further processing.	If you chose this category, your warrants will be mailed the same day they are printed from the IDS facility in Denver. These warrants will <u>not</u> be delivered to the agency prior to mail. These warrants will be hand inserted and prepared for USPS Priority Mail.	Printed Next Day 1-2 Day USPS	Print Cost \$0.153 per warrant (impression) \$0.055 per overflow sheet (impression) Warrant Stock \$0.02 per check Overflow Stock (white) \$0.006 per sheet Hand Inserting \$0.495 Hand Fold \$0.841 Apply Postage \$4.37 USPS Delivery \$0.004 Postage (starting at) \$5.60*

*All USPS postage rates are subject to change based on USPS rules.

CORE Handling Code	Handling Code Description	Explanation in CORE	Short Description	Turn-around Time (Business Days)	Costs
M4	Mail–FedEx Not valid for PO Boxes	Inserted manually, collected, and placed in a FedEx delivery envelope or box, manifested via the IDS FedEx terminal, and placed for FedEx pickup at the end of every business day. Recommended for international warrants.	If you chose this category, your warrants will be shipped the same day they are printed from the IDS facility in Denver. These warrants <u>will not</u> be delivered to the agency prior to mail. These warrants will be hand inserted and prepared for FedEx shipping services.	Printed Next Day 1-2 Days FedEx	Print Cost \$0.153 per warrant (impression) \$0.055 per overflow sheet (impression) Warrant Stock \$0.02 per check Overflow Stock (white) \$0.006 per sheet Hand Inserting \$0.495 Apply Postage \$5.67 USPS Delivery \$0.004 Shipping Cost Variable
M5	NO LONGER VALID Mail–Certified/ Return Receipt	PLEASE USE C2 Inserted manually, metered off-line at the certified mail rate, and complete appropriate paperwork for return receipt. This mail will be delivered to the USPS general mail facility with the rest of the State's first class mail.			
M6	Mail–Certified	Inserted manually, metered offline at the certified mail rate with the appropriate entries being made for certified mail. This mail will then be delivered to the USPS General Mail Facility with the rest of the State's First-Class Mail. Not eligible for international mail.	If you chose this category, your warrants will be mailed the same day they are printed from the IDS facility in Denver. These warrants <u>will not</u> be delivered to the agency prior to mail. These warrants will be hand inserted and prepared for Certified Mail.	Printed Next Day 1 Day USPS	Print Cost \$0.153 per warrant (impression) \$0.055 per overflow sheet (impression) Warrant Stock \$0.02 per check Overflow Stock (white) \$0.006 per sheet Envelope \$0.026 Hand Inserting \$0.495 Apply Postage \$4.37 USPS Delivery \$0.004 Postage (starting at) \$3.30*
M7	NO LONGER VALID Mail–Returned Receipt	PLEASE USE M5 Inserted via the automated process, metered off-line and complete appropriate paperwork. This mail will be delivery to the USPS general mail facility with the rest of the state's first class mail.			
M8	Mail–UPS Not valid for PO Boxes	Inserted manually, collected and placed in UPS delivery envelope or box, manifested via the IDS UPS terminal, and placed for UPS pickup at the end of every business day.	If you chose this category, your warrants will be shipped the same day they are printed from the IDS facility in Denver. These warrants <u>will not</u> be delivered to the agency prior to mail. These warrants will be hand inserted and prepared for UPS shipping services.	Printed Next Day 2-3 Days UPS	Print Cost \$0.153 per warrant (impression) \$0.055 per overflow sheet (impression) Warrant Stock \$0.02 per check Overflow Stock (white) \$0.006 per sheet Hand Inserting \$0.495 Apply Postage \$5.67 USPS Delivery \$0.004 Shipping Cost Variable

CORE Handling Code	Handling Code Description	Explanation in CORE	Short Description	Turn-around Time (Business Days)	Costs
H1	Hold-Agency	Placed in secure envelopes, brought up to the North Campus Security Desk, and then held until the <i>Agency Representative</i> picks them up. A signature will be required from the individual picking up the package.	If you chose this category, your warrants will be <i>HELD FOR CUSTOMER PICKUP AT THE NORTH CAMPUS FACILITY IN DENVER</i> . They will be ready the same day they are printed. These warrants <u>will not</u> be delivered to the agency. You must email <i>Monique Moynihan at IDS North Campus</i> of the individuals authorized to pick up your warrants. A state or official ID will be required before the warrants are released.		Print Cost \$0.153 per warrant (impression) \$0.055 per overflow sheet (impression) Warrant Stock \$0.02 per check Overflow Stock (white) \$0.006 per sheet
H2	Hold-State Controller	Placed in a secure package, brought up to the North Campus Security Desk, and held until a <i>representative from the State Controller's Office</i> picks them up. A signature will be required from the individual picking up the package.	If you chose this category, your warrants will be <i>HELD FOR CUSTOMER PICKUP AT THE NORTH CAMPUS FACILITY IN DENVER BY A REPRESENTATIVE FROM THE STATE CONTROLLER'S OFFICE (SCO)</i> . They will be ready the same day they are printed. These warrants <u>will not</u> be delivered to the agency. A state or official ID will be required before the warrants are released. The <u>SCO must provide IDS with a list of authorized personnel.</u>		Print Cost \$0.153 per warrant (impression) \$0.055 per overflow sheet (impression) Warrant Stock \$0.02 per check Overflow Stock (white) \$0.006 per sheet
H3	Hold-Confidential	Placed in a secure package, labeled with the only person, or persons, authorized to pick up confidential warrants, brought up to the North Campus Security Desk, and then held for pick up by the authorized individual(s). A signature will be required from the individual picking up the package.	If you chose this category, your warrants will be <i>HELD FOR CUSTOMER PICKUP AT THE NORTH CAMPUS FACILITY IN DENVER</i> . They will be ready the same day they are printed. These warrants <u>will not</u> be delivered to the agency. You must notify IDS staff of the individual authorized to pick up your warrant(s). A state or official ID will be required before the warrants are released.		Print Cost \$0.153 per warrant (impression) \$0.055 per overflow sheet (impression) Warrant Stock \$0.02 per check Overflow Stock (white) \$0.006 per sheet

CORE Handling Code	Handling Code Description	Explanation in CORE	Short Description	Turn-around Time (Business Days)	Costs
C1	NO LONGER VALID Courier-Payroll	PAYROLL CHECKS ARE NOT GENERATED IN CORE Packaged after printing, labeled with the appropriate customer's information, and then delivered to the IDS Mail Operations for appropriate routing. IDS delivery staff will require signature upon delivery.			
C2	Courier-Agency (Red Bag)	Packaged after printing, labeled with the appropriate customer's information, and then delivered to the IDS Mail Operations for appropriate routing. <i>IDS delivery staff will require signature upon delivery; or left in a Secure Mailbox if building has an onsite IDS Mail Center.</i> Check Interdepartmental Delivery Route Schedules here	If you chose this category, your warrants will be delivered via the IDS delivery services the same day they are printed (Denver Metro area only – barring any CORE related delay). If you are <i>outside the Denver area</i> and are participating in the IDS Delivery service, your warrants will be delivered the <i>next business day</i> . <i>IDS delivery staff will require signature upon delivery.</i>	Same Day or Next Business Day	Print Cost \$0.153 per warrant (impression) \$0.055 per overflow sheet (impression) Warrant Stock \$0.02 per check Overflow Stock (white) \$0.006 per sheet IDS Delivery Variable – based on established service level (See letter or rate sheet link) Check Delivery Rate Sheet here
C3	Courier-Confidential (Special Runs Only)	Packaged after printing, labeled with the appropriate customer's information, and then delivered to IDS Mail Operations for appropriate routing. <i>IDS delivery staff will require signature upon delivery.</i>	If you chose this category, your warrants will be delivered via the IDS delivery services the same day they are printed – <i>barring any CORE related delay</i> . If you are <i>outside the Denver area</i> and are participating in the IDS Delivery service, your warrants will be delivered the <i>next business day</i> . <i>IDS delivery staff will require signature upon delivery. This category is for <u>Special Runs Only</u> and <u>does not qualify for an established service route.</u></i>	Same Day or Next Business Day	Print Cost \$0.153 per warrant (impression) \$0.055 per overflow sheet (impression) Warrant Stock \$0.02 per check Overflow Stock (white) \$0.006 per sheet IDS Delivery \$73.00 (Special Run)