

# Chapter 46. Printing<sup>1</sup>

## Contents:

### Subchapter A. General Provisions of Chapter

46.001	Authority	1
46.002	Intent of Chapter	1
46.003	Application	1
46.004	Effective Date	1
46.005	Definitions	1
(46.006 - 46.013	Reserved for Expansion)	2

### Subchapter B. In-Kind Print Request

46.014	Sponsorship and Funding Needed	2
46.015	Approvals Needed	2

## ***Subchapter A. General Provisions of Chapter***

### **46.001 Authority**

The Travis County Commissioners Court adopts this chapter under the authority of the laws of the State of Texas.

### **46.002 Intent of Chapter**

The purpose this is to provide policies for management of County print resources.

### **46.003 Application**

This chapter applies to all print request submitted to the County Print Shop on behalf of a non-county agency.

### **46.004 Effective Date**

This chapter becomes effective on the date the Commissioners Court adopts it.

### **46.005 Definitions**

In this chapter:

- (1) "Director of RMCR" means the department head of the Travis County Records Management and Communication Resources (RMCR) or designee.

---

<sup>1</sup> Chapter 46 was adopted by Travis County Commissioners Court on March 24, 2015, Item 34.

- (2) "In-kind print request" means a request for printing by a department for use by, or on behalf of, a non-county agency.
- (3) "Non-county agency" means an entity that, by receiving in-kind printing, will provide a public benefit in a manner that conforms to the Public Purpose Doctrine inherent in Article III, section 52(a) of the Texas Constitution.
- (4) "Sponsoring Department" means the county department making an in-kind print request on behalf of a non-county agency.

**(46.006 - 46.013 Reserved for Expansion)**

***Subchapter B. In-Kind Print Request***

**46.014 Sponsorship and Funding Needed**

- (a) A request for in-kind printing must be made by a sponsoring County Executive or elected/appointed official to the Director of RMCR or his/her designee.
- (b) The sponsoring department must transfer funding for the in-kind print request to the Print Shop.
- (c) The Print Shop may not accept unfunded or unsponsored in-kind print requests.

**46.015 Approvals Needed**

- (a) The Director of RMCR may reject the print request based on internal county print needs and the Print Shop's workload.
- (b) If Commissioners Court approval is needed, the sponsoring department must secure Commissioners Court approval at least two weeks prior to the date the completed print request is needed.