Chapter 46. Printing[1]

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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[2]

In this chapter:

(1) "Director of CARS" means the department head of Travis County Communication and Records Services (CARS) or designee.

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[1] Chapter 46 was adopted by Travis County Commissioners Court on March 24, 2015, Item 34.

[2] 46.005(1) updated May 29, 2018, item 8.

(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 CARS 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 CARS 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.