

# POLICY AND PROCEDURE MEMORANDA

## Office of the Governor Division of Administration

Printing Procedures—PPM Number 64  
(LAC 4:V.Chapter 27)

### Title 4 ADMINISTRATION

#### Part V. Policy and Procedure Memoranda

#### Chapter 27. Printing Procedures—PPM Number 64

##### Subchapter A. Introduction

##### §2701. General Applicability; Effective Date

A. This Policy and Procedure Memorandum rescinds, supersedes, and cancels revised Policy and Procedure Memorandum Number 64 dated July 1988. This memorandum also cancels all previous delegation of authority, delegated under R.S. 43:1(B)(2), and special exemption previously granted prior to August 2015, for any printing under R.S. 43:31(A).

B. The provisions of this Policy and Procedure Memorandum Number 64 shall take effect with the approval of the Commissioner of Administration, on August 1, 2015.

AUTHORITY NOTE: Promulgated in accordance with R.S. 43:31(A).

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 14:429 (July 1988), amended LR 41:882 (May 2015).

##### Subchapter B. R.S. 43:1—Purchase of Printing and Engraving; Central Purchasing; *Louisiana Procurement Code*; Power and Authority of Chief Information Officer

##### §2703. Provisions

A. All administrative boards, commissions, departments, agencies, institutions, and offices within the executive branch of the state government shall purchase all printing and printing services through the Division of Administration, Office of State Printing, hereafter referred to simply as State Printing. This provision, however, shall not apply to Louisiana State University and Agricultural and Mechanical College, the Department of Transportation and Development, the port authorities of the state, the legislature, the Office of State Bond Commission in the Department of the Treasury, or the judiciary. All procurement of such printing and printing services for the executive departments of state government shall be done under, and in accordance with, the provisions of the *Louisiana Procurement Code*.

B. In order to carry out the duties and functions imposed upon him by this Chapter, in conjunction with the *Louisiana Procurement Code*, the chief information officer shall have the power and authority:

1. to consult, review, and make recommendations with regard to all printing requirements in order that the best and most economical methods may be employed, and to delegate authority for the same to competent authority;
2. to delegate the purchase of printing to any instrumentality covered by this Chapter whenever, in his written opinion, the best interests of the state will be served thereby; and
3. to use any and all powers and authority granted to him by law or otherwise delegated to him by competent authority.

C. All requirements for printing and printing services shall be submitted directly by the agency to the Office of State Printing and shall not be handled at the agency level through printing vendors or their representatives. All printing requests shall be forwarded to the Office of State Printing for processing, except that:

1. Agencies whose requests for printing include one or more products or items not offered by State Printing may be required to submit to the State Chief Information Officer an exemption request, in writing, from their respective undersecretary or his or her designee; and

2. If State Printing determines that the procurement or production cost of a special printing request may exceed \$25,000, State Printing may return the requisition to the submitting agency for forwarding to and processing by the Office of State Procurement in accordance with the *Louisiana Procurement Code*; and

3. If State Printing notifies an agency in writing that State Printing is unable to process an individual printing request, for any reason, the agency should forward to State Procurement that request and associated notice

4. At all times and in all cases, the right is reserved for the State Chief Information Officer and his or her designee to approve for processing at the agency level, in accordance with all laws, rules and regulations, and executive orders, any request for printing or printing services. The dollar level at which this delegation will occur shall be described in writing by the State Chief Information Officer.

a. The right shall be reserved for all state boards, commissions, departments, institutions, and offices to obtain any printing, mimeographing, copying, and similar work from a printing facility owned and managed by their respective board, commission, department, institution, or office.

##### D. Requests for Printing

1. All requests for printing shall be submitted to the Office of State Printing on a Form DA 200 (Printing Requisition), which form will be made available to agencies on the State Printing or OTS websites, or upon request to State Printing, in hard copy format, via fax, or via email. Agencies may request common types of printed materials with similar specifications on the same DA 200, but agencies should not combine different types of printed materials on the same DA 200. Examples of types of printing include, but are not limited to:

- a. books (any size, any binding type);

- b. business cards;
- c. brochures;
- d. carbonless forms;
- e. flat printing;
- f. post cards;
- g. rack cards.

2. Each request for printing must be accompanied by complete specifications (size, color, and kind of paper, construction, numbering information, etc.) and, if possible, one or two original sample(s) or clean layouts. A copy of a sample or a reference to a previous order only may not be sufficient. When possible, agencies should reference a previous State Printing job number for re-prints.

a. No executives, officers, officials, etc. shall have their individual names imprinted on the printed material, unless required by law or granted special exemption.

3. When preparing a DA 200 for submission to State Printing, agencies must reference their Customer Account Number (provided by State Printing on request), whenever possible.

#### E. Delegation of Authority

1. The State Chief Information Officer may delegate the purchase of printing to any instrumentality whenever the best interests of the state will be served.

2. Where unusual problems are encountered and an agency considers additional delegated authority necessary, an application for this authority may be submitted to the State Chief Information Officer, or his designated representative; however, application for such exceptions must be in writing and must present detailed information in support of the request.

3. Authority is delegated to all agencies covered by this act to purchase printed materials in the following circumstances, without prior approval by the State Chief Information Officer:

a. Agencies have unlimited authority to purchase publications such as textbooks, newspapers, subscription, or foreign publications only when purchased directly from the publisher of those publications. All files must have documentation that the furnishing contractor is the publisher.

b. Agencies may purchase within their designated purchasing authority, and in accordance with proper procurement procedures, the following types of items:

- i. blueprints;
- ii. plaques, name plates, award pins, etc. (Class 080);
- iii. imprinted novelty and promotional items such as pencils, caps, balloons, pot holders, key chains, etc. (Class 080);
- iv. stock item labels: these are pre-printed stock items which are inventoried by suppliers; not custom printed;
- v. standard sizes of computer and other blank paper that are stock items.

4. All purchases, whether made by the Division or by an agency under the delegated authority provision, shall be made in compliance with R.S. 43 and the *Louisiana Procurement Code*.

AUTHORITY NOTE: Promulgated in accordance with R.S. 43:1.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 14:429 (July 1988), amended LR 41:882 (May 2015).

### Subchapter C. Suspension

#### §2705. R.S. 43:31—Printed Matter Prohibitions; Uniform Standards; Election Material

A.1. No branch, department, agency, official, employee, or other entity of state government for which a budget has been approved, and for which an appropriation has been made or a transfer of funds effected pursuant to law, shall print or cause to be printed any bulletin, leaflet, Christmas card, personalized memorandum stationery, or other similar communication, house organ, circular, book, report or similar publication, except those required by law.

2. All printed matter so required shall be effected in a uniform manner as to basic content, size, quality of paper, and use of color as contained in standards to be established by the Division of Administration, the legislative budgetary control council, and the judicial budgetary control council. The Division of Administration, legislative budgetary control council, and the judicial budgetary control council shall be empowered to make such exceptions affecting their respective branch of government to the provisions of this Subsection as may be in the best interest of the state of Louisiana.

3. In addition, the provisions of this Subsection shall not be construed to prohibit the printing or publication of any printed matter required by any federal law or regulation in order that the state or any department or agency thereof may obtain or receive federal funds, grants, or assistance. The provisions of this Section shall apply to printed matter printed pursuant to any such federal law or regulation to the extent that this Section does not conflict with any such law or regulation.

B. Agencies seeking to print public documents not required by state or federal law must send copies, facsimiles, or descriptions of these documents, with a detailed justification of the need for printing and distributing these documents, to their respective undersecretaries. This requirement does not apply to business and transactional forms, letterhead and letterhead stationery, internal memoranda, imprinted envelopes, etc.

C. Public document printing requests that pass the undersecretary's screening process shall be sent to Division of Administration, Office of State Printing, Post Office Box 94095, Baton Rouge, LA 70804-9095, along with a signed copy of the Public Document Printing Request Form (see Exhibit A) or comparable form, for review and forwarding to the Commissioner of Administration, or his or her designee, for approval.

D. When submitting a public document printing request to the Office of State Printing, the following information shall be included on the requisition:

- 1. the federal or state law that requires the agency to print this material; or
- 2. documentation of a special exception or exemption issued by the Division of Administration.

AUTHORITY NOTE: Promulgated in accordance with R.S. 43:31.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 14:431 (July 1988), amended LR 41:883 (May 2015).

## §2707. Uniform Standards

A.1. All printed matter, except documentation in connection with proceedings of the executive, legislative, and judicial branches of state government, printed or caused to be printed by any branch, department, agency, official, employee, or other entity of state government, shall contain the following statement, with required information inserted, printed on the publication adjacent to the identification of the agency responsible for publication.

This public document was published at a total cost of \$ . (Number) copies of this public document were published in this (number) printing at a cost of \$ . The total cost of all printing of this document including reprint is \$ . This document was published by (name and address of person, firm or corporation or agency which printed the material) to (statement of purpose) under authority of (citation of law requiring publication or of special exception by Division of Administration, the legislative budgetary control council, or the judicial budgetary control council as provided in Subchapter C, Section 2705.A.). This material was printed in accordance with the standards for printing by state agencies established pursuant to R.S. 43:31.

2. If the printing of the material was not done by a state agency, the above statement shall include the following additional language.

Printing of this material was purchased in accordance with the provisions of Title 43 of the Louisiana Revised Statutes.

3. This statement shall be printed in the same size type as the body copy of the document and shall be set in a box composed of a one-point rule. The provisions of this Subsection shall not apply to printed matter used by the following entities: the Department of Commerce for the purpose of attracting new industry to locate within the state of Louisiana; the Office of Tourism of the Department of Culture, Recreation and Tourism, relative to new promotional materials; and public colleges and universities, and vocational technical schools. The following three factors shall be utilized in computing cost data:

- a. preparation of the public document for publication;
- b. printing, including all expenditures for reproduction, whether on bid or in-house;
- c. circulation, including all estimated expenditures for postage and distribution of the public document.

### B. Printed Matter

1. All printed matter referred to in Subsection A is assumed by the Division of Administration to refer to types of printing material described in R.S. 43:31(A).

2. The required cost statement may be placed on the title page of books. On leaflets, brochures and other publications, it should be placed below the agency name. Preparation of the cost statement is detailed below.

This public document is published at a total cost of \$ \_\_\_\_\_. \_\_\_\_\_ copies of this public document (a) (b) were published in this \_\_\_\_\_ printing at a cost of \$ \_\_\_\_\_. The total cost of all printings of this document, (c) (d) including reprints is \$ \_\_\_\_\_. This document was published by \_\_\_\_\_ to \_\_\_\_\_ (e) (f) (g) under authority of \_\_\_\_\_. This material was printed in accordance with standards for printing by state (h) agencies established pursuant to R.S. 43:31. Printing of this material was purchased in accordance with the provisions of Title 43 of the Louisiana Revised Statutes.

- a. this figure should reflect a total of the three factors listed in R.S. 43:31(c):
  - i. preparation cost of the public document for publication;
  - ii. printing cost, including all expenditures for reproduction, whether acquired through bid or in-house;
  - iii. circulation cost, including all estimated expenditures for postage and distribution of the public document;
- b. number of copies agency is printing in this issue;
- c. number of times exact document has been published (first, third, or tenth, etc.);
- d. this figure should reflect only the printing cost for this printing;
- e. this figure should include a total of all factors set forth in R.S. 43:31(c) for all printings. (If this is the first printing, the figures for (a) and (c) should be the same. If this is a reprint, then this figure should include the total cost for all publications from the beginning. Example: total of first, second and third printing). A reprint would be a publication that is reprinted with no changes. Publications that are printed yearly, with changes, would not be considered a reprint;
- f. printing company name and address (or Office of State Printing, Post Office Box 94095, Baton Rouge, Louisiana 70804-9095), then agency's name and address;
- g. the reason for publishing this document;
- h. the law that authorized the printing of the document, or, absent such a state or federal law, the following language: "under special exception by the Division of Administration";
- i. to be used if not printed in-house by state agency.

C. The cost statement shall be set in same size type as the body copy and shall be set in a box composed of a one-point rule.

D. The Division of Administration assumes that the intent of the Legislature was not to increase either administrative or printing costs with the passage of R.S. 43:31; therefore, in computing cost data, estimated costs may be used. The estimated costs should include:

1. an estimated portion of the salaries of agency personnel involved in preparing document;
2. printing costs given by printer, whether in-house, or by State Printing;
3. estimated postage or freight for distribution.

AUTHORITY NOTE: Promulgated in accordance with R.S. 43:31.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 14:431 (July 1988), amended LR 41:883 (May 2015).

**§2709. Election Material**

A. No funds appropriated for printing purposes, or otherwise, shall be used to urge any elector to vote for or against any candidate or proposition on an election ballot, nor shall such funds be used to lobby for or against any proposition or matter having the effect of law being considered by the legislature or any local governing authority. This provision shall not prevent the normal dissemination of factual information relative to a proposition on any election ballot or a proposition or matter having the effect of being considered by the legislature of any local governing authority.

AUTHORITY NOTE: Promulgated in accordance with R.S. 43:31.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 14:431 (July 1988), amended LR 41:884 (May 2015).

**§2711. Violations**

A. Any administrative head of any branch, department, agency, or entity who violates any provision of this Section and any employee who, without the authorization of his administrative supervisor, violates any provision of this Section shall be personally liable for the cost of any printing in violation of this Section. Any state funds expended on any printing in violation of this Section may be recovered by the state in a civil action instituted by the attorney general or any taxpayer. In addition, any such person who violated the provisions of this Section shall be assessed a fine by the court of not more than \$500.

AUTHORITY NOTE: Promulgated in accordance with R.S. 43:31.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 14:431 (July 1988), amended LR 41:885 (May 2015).

**Subchapter E. Distribution**

**§2715. Distribution of Printed Matter (R.S. 43:32)**

A. Except for interagency distribution and distribution otherwise required by law, no state department, agency, or other instrumentality of state government shall distribute any printed materials in excess of 10 pages in length, unless the availability of such printed materials has been announced by written notice stating the title or subject matter of the printed material, and that such materials shall be mailed upon receipt of a written request therefor. Such written notice may be mailed to the names on the regular mailing list and to any others deemed by the department, agency, or other instrumentality of state government to be interested parties.

B. The provisions of this Section shall not apply to the distribution of printed material by any public college or university to potential students for recruitment purposes.

AUTHORITY NOTE: Promulgated in accordance with R.S. 43:31 (A) (2).

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 14:432 (July 1988), LR 41:885 (May 2015).

**§2719. Requests for Information**

A. All requests for information shall be directed to Division of Administration, Office of State Procurement, Post Office Box 94095, Baton Rouge, LA 70804-9095. Questions regarding specifications, deliveries, and other matters pertaining to printing jobs shall be submitted directly by the agency to the Division of Administration, Office of State Printing, and shall not be handled by the agency through representatives or vendors.

**EXHIBIT A  
EXAMPLE PUBLIC DOCUMENT PRINTING REQUEST FORM**

Name of Agency \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Quantity: \_\_\_\_\_  
Estimated Amount \$ \_\_\_\_\_  
Description of Public Document(s): \_\_\_\_\_  
Size: \_\_\_\_\_  
Number of pages and/or folds: \_\_\_\_\_  
Paper\* Cover: \_\_\_\_\_  
Text: \_\_\_\_\_  
Ink\* Cover: \_\_\_\_\_  
Text: \_\_\_\_\_  
Binding: \_\_\_\_\_  
Give a brief statement of why this publication needs to be printed.  
I hereby certify that the above public document(s) is (are) essential to the fulfillment of the programs approved for this agency by the Appropriation Act and that funds are available to print this (these) document(s).  
I am, therefore, requesting an exception as provided for in R.S. 43:31(A).  
/S/ Department Undersecretary or Undersecretary's Designee

AUTHORITY NOTE: Promulgated in accordance with R.S. 43:33.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 14:433 (July 1988), amended LR 41:885 (May 2015).

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