

<b>Title:</b>		<b>Contents:</b>	<b>PP-2400</b>
<b>PRINTING OF PUBLIC INFORMATION BROCHURES</b>		<b>Submitted By:</b>	<b>Purchasing Division</b>
		<b>Approved By:</b>	<b>Purchasing Agent</b>
<b>Effective Date:</b>	<b>12-10-01</b>	<b>Supersedes No.:</b>	
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**Policy**

All documents, brochures or pamphlets intended for public distribution must be reviewed and approved by the Chief Administrative Officer, County Counsel and the Board of Supervisors.

**Procedure**

1. It is the responsibility of the department to obtain the required approvals.
2. Departments having the Board's blanket approval for the distribution of public information materials must obtain County Counsel's review and approval for any modified material prior to placing the printing orders.
3. Departments shall obtain the printed materials directly from any of the County's Master Agreement Vendors for printing. Departments shall submit a requisition to the Purchasing Agent when none of the agreement vendors can comply with the requirements of the department, or when the purchase exceeds the department's delegated authority for non-agreement purchases.