

## Public Document Needs Assessment

Louisiana Revised Statute 43:31.1 requires that agencies seeking to print or have printed any public document perform a needs assessment, which must be approved by the administrative head or department secretary prior to expending any funds to have the publication printed.

It is incumbent upon each agency to comply with this requirement and to maintain this needs assessment as a public record. Additionally, a copy must accompany any printing request submitted to the Office of State Purchasing.

You may complete the form on-line and print. Only the title and the information enclosed in the text box will print.

Requisition Number: \_\_\_\_\_

Name of Publication: \_\_\_\_\_

Agency Name and Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Quantity Requested: \_\_\_\_\_ Estimated Cost: \_\_\_\_\_

Size: \_\_\_\_\_ No. of Pages and/or folds: \_\_\_\_\_  
(Trim size of bound book; overall size of unfolded brochure)

Paper (Type and Weight):

Leaflet or folded brochure: \_\_\_\_\_  
(not bound)

Cover of book or pamphlet: \_\_\_\_\_

Text of book or pamphlet: \_\_\_\_\_

Colors of Ink:

Leaflet or folded brochure: \_\_\_\_\_  
(not bound)

Cover of book or pamphlet: \_\_\_\_\_

Text of book or pamphlet: \_\_\_\_\_

Type of Binding: \_\_\_\_\_

Reason for Printing of Document:

\_\_\_\_\_

\_\_\_\_\_

I hereby certify that the assessment required in R.S. 43:31.1 has been made, and that the above public document(s) is (are) essential to the fulfillment of the programs approved for this agency by the Appropriation Act, that it complies with R.S. 43:32 (when applicable), and that, in as much as practicable, it is in conformance with the printing standards as contained in PPM 64.

\_\_\_\_\_  
Department Secretary or Designee