

Please submit contract with this completed cover sheet to the appropriate Strategic Communications contact below.

Advertising	Filming / Photography TV/MOVIE/Product Placement Externally produced	Videos Promotional Videos produced for internal units
Melinda Friedhoff mlf301@psu.edu University Support Bldg. 1 Suite A University Park, PA 16802 814-867-1344 Approval:	Joan Scholton sjs22@psu.edu University Support Bldg. 1 Suite A University Park, PA 16802 814-867-1344 Approval:	Joan Scholton sjs22@psu.edu University Support Bldg. 1 Suite A University Park, PA 16802 814-867-1344 Approval:

 Payment will be made with: Purchase Order Purchasing Card SRFC N/A

If a PO is being used, provide purchase requisition number if available: _____

Contracts being paid for with a Purchase Order will be routed by Strategic Communications to Purchasing to be processed for signature. All other contracts will be routed to Risk Management for processing.

Brief description: _____

Special Notes: _____

Date Submitted: _____

Company Name: _____

Mailing Address: _____

Department Information:

College/Campus _____

/Admin Area _____

Contact Person _____

Phone Number _____

Email Address _____

Mailing Address _____

Department Obligations

Mark each box to signify that your Department acknowledges the following:

- Department has read the contract and agrees to the terms including any financial obligations.
- Department is recommending this contract be signed on behalf of the University.

For SRFC or P-Card Payments:

- Department is responsible to forward contract to company for countersignature, if not already countersigned. Department will also need to verify changes were accepted by company. Department must keep fully executed contract on file as the official University record.

**Risk Management Notes
for Assistant Treasurer**