



Filming & Photography Contract Cover Sheet

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

Filming / Photography

TV/MOVIE/Product Placement
Externally produced

Stephanie Petulla sam252@psu.edu

814-867-1344

Approval: _____

Videos

Promotional Videos produced
for internal units

Stephanie Petulla sam252@psu.edu

814-867-1344

Approval: _____

Approved Designee:

Adriane Woodle Mrsa amw5145@psu.edu

Please consult the [SIMBA Payment Decision Matrix](#) to determine authorized payment methods.

Payment Method to be used: Purchase Order Purchasing Card Non-PO Invoice NA

If a PO is being used, provide shopping cart number if available: _____

Contracts being paid for with a Purchase Order or Purchasing Card will be routed by Strategic Communications to Purchasing to be processed for signature. Only Non-PO Invoice or non-financial contracts should be routed to psucontracts@psu.edu for processing.

Brief description: _____

Special Notes: _____

Date Submitted: _____

Company Name: _____

Mailing Address: _____

Initiating 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 Non-PO Invoice Payments on Non-financial:

- 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.