



Cornell University
Office of the Dean of Students

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SAFC Cornell Daily Sun Advertisement Authorization

This form is a fillable PDF. You must fill it out on your computer before printing, you then must have original signatures (not digital)

Section 1 – Organization completes this section and submits the original signed form to above address

Organization Name _____ Affiliation _____

Contact Information for Individual Placing Advertisement

Name _____ Phone _____

Address _____ Email _____

Advertisement Information

Advertisement Date(s) _____ Dimensions _____

Event Description _____

Note: A copy of the advertisement must be included with this form for it to be approved.

Payment Information

Fund Source _____

If fund source is organization's budget, specify the following additional payment information:

Expense Amount \$ _____ (_____ column inches x \$6.40/CI)

Expense Category _____

Certification

Any two of the *Registered* President, Treasurer, and Adviser of the organization must sign below. The undersigned affirm: the information provided above and attached documents accurately represent a complete proposal for publicizing the activity described above; the specified expenses conform to the terms under which associated funds were provided to the organization and payment will be applied solely toward those expenses. If the organization is independent, Cornell University is acting only to provide notice of the activity as reported by the organization. The organization is solely responsible for the content of its advertisement and execution of its advertised activities.

Netid

Netid

Signature _____
Date _____

Signature _____
Date _____

Section 2 – University completes this section – ALLOW ONE BUSINESS DAY FOR PROCESSING

Cornell University will pay up to \$ _____ to the vendor as specified above and in attached documents from funds allocated to the organization or funds allocated generally for student activity publicity. This agreement is valid only if vendor fulfills the specified agreement, invoice or quote *and* submits a bill that is received at the address provided above before the expiration date below.

Authorized signature _____ Expiration date _____