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| **Date Submitted:** | **Program**: |
| **Agency:**      | **Total Budget:** |
| **Agency Contact:** | **Funding Source: [ ] General Fund [ ] Federal [ ] Dedicated** |
| **Phone:**      | **PeopleSoft Fund ID:** |
| **E-Mail:** |  |

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| **Type of Publication**  |  |
| **[ ]  Magazine [ ] Brochure [ ] Flyer/Handout [ ] Booklet [ ] Post card [ ] Other** | **Number of pages:** |
| **Quantity to be printed:** | **Storage Location:** |
| **Printer: [ ]  Pitney Bowes [ ] Other:**  |
| **If “Other” explain why:** |

**Description of Publication**

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| Publication’s purpose:Information to be conveyed:Distribution Method:Estimated Revenue (if applicable):Is the Agency developing or producing the creative portion? Explain. |

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| **Is this required by statute? : [ ] Yes [ ] No****If Yes, provide code:** |

### Justification

Please describe in the box below how this publication will help your program meet its strategic goals and/or positively impact your targeted audience. Be sure to incorporate how the item fits in with the FY16 Marketing Plan.

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| **Agency Communications****Director Signature:** | **Date:** |

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| **Agency Chief Financial****Officer Signature:** | **Date:** |

SPECIAL NOTE: Please return completed form to the Communications Efficiency Committee at OMBCommunications@omb.in.gov.