

Extension Publication Approval and Production Form

For an Extension project, please fill out the form below to let us know what Purdue account to charge (if applicable) and complete the approval process.

PART 1 — Project information. *This section is completed by author(s)/department. Contact Ag Communication if you would like assistance.*

I have read and agree to the statement allowing Purdue to archive this project (see Agreement to Archive Publications <http://www.agriculture.purdue.edu/archive>).

Your Signature _____ Email Address _____

Project Title _____ Department _____

Word Count for your project _____

Please choose one: New ___ Rerun ___ Revised ___ Print quantity, if applicable _____ Who is the audience for this project and how many are in that audience? _____

Please briefly describe the project, including the intended purpose and expected impact.

When do you need this? (date) _____

PART 2 — Peer review. *Authors of numbered Extension projects must complete the information below, then send digital drafts of this form and the project to the appropriate Program Leader.*

Expert reviewed by 1) _____ 2) _____

➤ Dept. Extension Coordinator approval/signature _____

PART 3 — Estimates and priorities.

Agricultural Communication estimate for **hours** _____ **cost** _____

➤ Extension Program Leader approval/signature _____

___ **ELT Urgent** ___ **3-6 months** ___ **6-9 months** ___ **9-12 months**

PART 4 — Accounting. *Completed by department(s) and business office.*

Fund for production costs *(costs to produce this project—e.g. printing—will be charged to this account number)*

Business Area	Fund (required)	Cost Center	GL Account	Order (required)	Amount or % (required)	Department

Fund for income *(profits from the sale of this project will be returned to this account number)*

Business Area	Fund (required)	Cost Center	GL Account	Order (required)	Amount or % (required)	Department

➤ Dept. Comptroller (signature REQUIRED) _____

The person(s) who can authorize use of funds in the accounts listed below must sign below.

Approval/signature _____

PART 5 — For AgComm use Project number _____