

# Administrative Circular

Commonwealth of Pennsylvania  
Governor's Office

15-03  
Number

<b>Subject:</b> Photographs of the Governor, Lieutenant Governor and Cabinet Members in Commonwealth Office Buildings	<b>Date:</b> February 6, 2015
<b>By Direction of:</b>  Curtis M. Topper, Acting Secretary of General Services	<b>Expiration Date:</b> February 6, 2016
<b>Contact Agency:</b> Department of General Services, Bureau of Commonwealth Media Services, Telephone: 717.787.9766, Bureau of Publications, Telephone: 717.704.1029	

**Agency Heads are requested to update the photographs of the Governor, Lieutenant Governor and cabinet members in all commonwealth office buildings as soon as possible.**

Agencies can order photographs of the Governor, Lieutenant Governor and cabinet members by using PAPublisher, [www.papublisher.state.pa.us/dsf](http://www.papublisher.state.pa.us/dsf) and insert them into existing frames. Prices for the photographs will be listed in PAPublisher and agency coding is required when ordering. Any questions concerning ordering photographs or using PAPublisher may be directed to [RA-gspubcustservice@pa.gov](mailto:RA-gspubcustservice@pa.gov).

If the agency requires framing/matting services, frames can be delivered to 333 Market Street, 2<sup>nd</sup> Floor to have the photographs framed by Commonwealth Media Services (CMS). There is a \$25.00 fee if CMS frames the photographs. CMS will also construct new frames, if requested. Frame prices will vary according to size and other requested features. Agencies are responsible for picking up frames and finished framed photographs as well as hanging the framed portraits. Agencies will be billed by CMS for framing services. To order frames, framing services or to make arrangements to drop off existing frames, please e-mail the number and size to [ragscmsphoto@pa.gov](mailto:ragscmsphoto@pa.gov).

If agencies need assistance hanging framed portraits, they should contact their building manager or landlord.