



# Administrative Circular

## Commonwealth of Pennsylvania Governor's Office

---

### Administrative Circular 23-07 – Photographs of the Governor, Lieutenant Governor and Cabinet Members in Commonwealth Office Buildings

Date: February 13, 2023

By Direction of:

A handwritten signature in blue ink, appearing to read 'RB McNeil II'.

Reginald B. McNeil II, Acting Secretary of General Services

Contact Agency: 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.

To locate the photos in PAPublisher, login and select "Commonwealth Catalog" from the left navigation menu; then select "Portraits" from the center navigation tiles and your options for Governor, Lt. Governor and Executive Staff will appear.

If you require framing for the photos, select "Sign Shop Services" from the left navigation menu; then select "Custom Frames" from the center navigation tiles and your framing options will appear.

Any questions concerning ordering photographs or using PAPublisher may be directed to [RA-gspubcustservice@pa.gov](mailto:RA-gspubcustservice@pa.gov).

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