

Attachment B: Approval Process for Usage of Items Covered in the Style Guide

I. Approval Process for Signage

1. Local board will contact landlord and requests to update their signage; will remind the landlord of the Commonwealth Style Guide approval process; and will verify if landlord has specific requirements. Ex: Size, mounting, illumination, etc.
2. Landlord will provide exact dimensions and other specifications to the local board.
3. Local board will send a design request with these specifications to BWDA, PA CareerLink® Finance and Budget Unit at RA-LI-PACL-FINOP@Pa.gov. The request must specify whether or not the LWDA designation will be included with the logo (see page 30 of Attachment A).
4. BWDA will send to Bureau of Administrative Services. (BAS)
5. BAS will create a design mock-up per specifications
6. Local board will approve artwork
7. BAS will provide local board approved artwork for vendor
8. Local board will send artwork to vendor and obtain final quote
9. Local board will send a Request for Funds (RFF) to BWDA at RA-LIBWDA-FISCALOPS@pa.gov. The RFF can be found on the Department's [website](#), below Workforce System Policy (WSP) No. 03-2015, *Financial Management Policy*.

II. Approval Process for Outreach Materials

1. Local board will send a design request with specifications to BWDA at RA-LI-PACL-FINOP@Pa.gov.
2. BWDA will send to BAS
3. BAS will create a design mock-up per specifications
4. Local board will approve artwork
5. BAS will provide local board approved artwork for vendor
6. Local board will send artwork to vendor