

Requisitioning of Signs

All signs located on Cornell property must be in compliance with Cornell's Sign Program policies and specifications and must conform to existing zoning and sign ordinances. Development of specifications for signage must be coordinated through the responsible representative as listed below:

Sign Type	Responsible Representative	Contact Information
Exterior Building Mounted Cast Aluminum Letters	Customer Service Humphreys Service Building	255-5322
Interior Signage and Graphics	Customer Service Humphreys Service Building	255-5322
Traffic Control Signs	Transportation & Mail Services 116 Maple Avenue	255-4600
Temporary Signs: Construction Projects	Transportation & Mail Services 116 Maple Avenue	255-4600
Temporary Signs: Special Events, Conferences, Orientations, etc.	Transportation & Mail Services 116 Maple Avenue	255-4600
All Other Exterior Signs	Transportation & Mail Services 116 Maple Avenue	255-4600

The department must contact the appropriate Sign Program representative (as listed above) to coordinate the development of the sign specifications for compliance with policy. When the specifications are finalized, the department may request that Procurement Services obtain pricing and delivery information. Procurement Services will then process the Request for Quote or Requisition.