Knoxville Campus Policy: OP00026-K Publication Authorization Numbering	
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University Printing and Mail

Publication Authorization Numbering

OBJECTIVE:

State law requires all publications of the University be reviewed and numbered for recordkeeping and reporting of costs. The review and numbering process is required before the publication is printed and the Publication Authorization Number (PAN) is to be printed on the publication.

Instructions

Our electronic Publication Authorization Number system is temporarily unavailable for online use. Please download the PAN request pdf linked below. Once you have completed the form, you may email it to University Printing via e-mail, gasorder@utk.edu.

Click here to view the Interactive PAN request form PDF

No publication is to be produced without proper review and authorization

UPM will assign the PAN and return the form to the requesting department via e-mail in PDF format. The requesting department should print a copy of the PDF that contains the assigned PAN. The department should obtain all authorizing signatures on the form with the assigned PAN.

The completed form with all of the authorizing signatures should accompany the order to UPM for printing production or procurement. If your job is being completed by Creative Communications or an outside company, please forward PAN for inclusion on your project.

NOTE: state law requires all publications distributed to external audiences to have a publication review completed **PRIOR TO PRINTING**. The Publication Authorization Request form **MUST** be completed for all such publications and the Publication Authorization Number **MUST** be printed on the publication.