



Finance and Management Revocable Permit Procedure

To properly complete a revocable permit for submission and approval, the organization/user should complete the following:

1. Page 1 – The first paragraph of the revocable permit should be completed by entering the day, month and year, name and address of the non-commercial organization and indicate whether the organization is “incorporated” or “not incorporated.”
2. Page 4, Item 19 – Enter the addresses for the appropriate College office/department and the Permittee’s address.
3. Page 4, Item 22 – Enter termination date of the event.
4. Page 5, Signature Page – The applicant should wait until they are in front of a notary to sign this portion. Applicant/responsible party should sign and print their name under PERMITTEE; enter date.

NOTE – If the value/reasonably estimated value of the State’s non-monetary consideration exceeds \$10,000, the revocable permit must be forwarded to the State Comptroller and Attorney General’s offices for review and final approval. This is a lengthy process; the applicants and College department need to plan in advance for these cases.

5. Page 6, Notary Page – The revocable permit needs to be signed in front of a notary public. The applicant should NOT SIGN until the notary instructs them to do so. The appropriate notary section (individual, unincorporated or corporation) that is applicable to the applicant/organization should be completed/notarized.
6. Page 9, Exhibit B – Enter name of Permittee (organization), applicable dates and hours of operation for event.
7. Page 10, Exhibit C – Enter name of Permittee (organization) and amount of facilities use fee. If no charge, enter “0” in space provided. If revocable permit involves a contract for services or fee schedule, enter “See Attached” and include the document(s) with the permit
8. Certificate of Liability Insurance – A certificate of liability insurance must be submitted with the revocable permit. Minimum insurance coverage is \$1,000,000 per incident. The **State University of New York** must be indicated as a **certificate holder**. Revocable permits cannot be authorized until a valid certificate of liability insurance is received by the College.
9. The completed insurance certificate should be submitted to:

SUNY College at Brockport
Office of Finance and Management
526 Allen Administration Building
Brockport NY 14420

10. Upon receipt, the revocable permit will be reviewed for completeness. If appropriate, it will be approved. If incomplete, the permittee/organization will be contacted by the Office of Finance and Management and informed of discrepancies or missing information.