

REQUEST TO GENERAL COUNSEL FOR CONTRACT REVIEW

**When the contract is fully signed, you are required to return a copy to
Office of General Counsel for our files.**

DATE SUBMITTED:

DATE NEEDED (*please note that two weeks for legal review is required*):

ATTACHMENTS:

***ACKNOWLEDGEMENT:* I have read, fully understand and agree with the business aspects of the attached contract. I am submitting the contract to General Counsel for legal review.**

Signature

Date

Print Name and Title

Signature-Departmental Director

Date

Signature-Vice President
(or designee)

Date

Print Name and Title

Print Name and Title

NOTES

NOTES FROM GENERAL COUNSEL'S OFFICE (*FOR OFFICE USE ONLY*)

LEGAL DOCUMENT REVIEW (*FOR OFFICE USE ONLY*)

Approved

Disapproved

Pending

Laura Wilson
General Counsel

Date