

**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:

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**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**

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

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**LEGAL DOCUMENT REVIEW (*FOR OFFICE USE ONLY*)**

Approved       Disapproved       Pending

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Laura Wilson

Date General Counsel

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