

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

Arcola Whatley, General Counsel

Date

CENTRAL STATE UNIVERSITY
OFFICE OF GENERAL COUNSEL
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