

Request for COO Approval and/or Signature

Office of the Chief Operating Officer



PLEASE NOTE:

Major or complex contracts for execution by COO must be original (ie. photocopied or scanned copies of executed contracts will not be accepted) and in a manner that allows for both parties to have original and identical executed contracts.

Simple contracts and deeds may be signed in counterpart (i.e. separate but identical copies scanned/photocopied). However, only if the contract or deed contains a 'counterpart clause' expressly allowing the document to be executed in counterparts.

The following document/s have been studied for content and all relevant policies have been satisfactorily observed. We now request your execution on behalf of the University of Otago as indicated:

Date		No of copies attached	
Person making request			
Contact details	Email:	Phone:	
Signature			

Contract/Agreement Title			
Contract Value			
Contract Owner		Supplier	
Commencement Date:	Review Date:	Expiry Date:	End Date:
Contract Type (please circle one)	Construction	Purchase of Goods and Services	Research Contract
Original executed copy - where held and by whom			

Confirm:

	Contract/Agreement background information/costings/pertinent facts addressed in an attached memo.
	Documents have been legally reviewed and now appropriate for execution by the University as per attached correspondence. Issues are addressed in the submitted documents.

Requested Action:

	Sign and date as indicated
	Initial each page
	Delegated authority given to initial each page
	Stamp with COO details
	Signature witnessed
	Pass to Council for University Common Seal
	Sign Attached Purchase Order