REQUEST FOR COO APPROVAL AND/OR SIGNATURE

PLEASE NOTE:
Major or complex contracts for execution by COO must be original (i.e. 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:

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<tr>
<th>Date</th>
<th>No of copies attached</th>
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Person making request

Contact details

Email:  
Phone:

Signature

<table>
<thead>
<tr>
<th>Contract/Agreement Title</th>
<th>Contract Value</th>
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<table>
<thead>
<tr>
<th>Contract Owner</th>
<th>Supplier</th>
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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