

Transmittal Form for Documents Requiring Provost's Approval

Attached is a document requiring legal review and the approval/signature of the University Provost.

As head of the department forwarding this request, I indicate my approval and ask that this contract/document be reviewed by legal counsel and forwarded to the Provost's Office for approval/signature of the Provost.

The document, once signed, should be returned to the initiating department at:

Department: _____

Contact Person: _____

Campus/Bldg./Room No. _____

Telephone No: _____

Brief description or explanation, if necessary:

Approvals:

Signature of Initiating Department/Unit Head

Date

Signature of Supervisor, Chair, Dean, or Unit Head

Date

Signature of Legal Counsel

Date

Note: The submitting department should retain the completed approval form.