

# Request for COO Approval and/or Signature



Office of the Chief Operating Officer

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 select one)	Construction	Purchase of Goods and Services	Research
Original executed copy - where held and by whom			

## Confirm:

<input type="checkbox"/>	I confirm that the attached memo provides background information, costings, and pertinent facts to the contract or agreement before you for execution.
<input type="checkbox"/>	I confirm that the attached documents have been legally reviewed and are now ready for execution by the University of Otago as per the attached correspondence. Further, that any issues are addressed in the submitted documents.

## Requested Action:

<input type="checkbox"/>	Sign and date as indicated	On page(s):
<input type="checkbox"/>	Initial each page	
<input type="checkbox"/>	Pass to Vice-Chancellor for countersigning	
<input type="checkbox"/>	Pass to Council for countersigning or affixing of University Common Seal	
<input type="checkbox"/>	Signature witnessed	
<input type="checkbox"/>	Other action	

### 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.