

**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.**