

<b>STAFF CONTACT INFORMATION</b>					
Date of Request					
Due Date for Request					
Name					
School / Department					
Campus					
Email					
Phone					
Signature of Requestor					
<b>EXTERNAL PARTY CONTACT INFORMATION</b>					
Company Name					
ABN					
Contact Person					
Postal Address					
Phone					
Email					
<b>MATTER TYPE</b>					
Matter Type (please select)	Agreement	Lease	Legal Advice	MOU	Other
<b>AGREEMENT DETAILS (IF APPLICABLE)</b>					
Instructions (please select)	Review and advise on draft agreement		Prepare new draft agreement		
Agreement type (including if new agreement or renewal/variation)					
Term / duration	Commencement Date				
	Options for Renewal (if any)				
	End Date				

Value \$ (total or per annum)	\$ _____ total	or \$ _____ per
	If income or expenditure approved by financial delegate?	Yes No
	If expenditure - within budget?	Yes No
	If expenditure - compliant with Procurement Policy?	Yes No

**MATTER DESCRIPTION**

Description of Matter (include as much detail as possible, use additional page or refer to attachment if necessary)

Documents attached  
(If a renewal or variation please provide original agreement)

Initial appointment required with lawyer

Yes No

**APPROVAL**

Signature of Dean / Director / Registrar / Head of Campus / Pro Vice-Chancellor / Deputy Vice-Chancellor / CFO COO

Sign \_\_\_\_\_

**Note:**

*All **Research agreements** also need approval from the DVC (Research & Innovation) or the Director, Research Services.*

Title \_\_\_\_\_

*All **Partner Agreements** (whether international or domestic) also need approval from the PVC International.*

Date \_\_\_\_\_

*All **Leases and Capital Works Agreements** also need approval from the Director, Facilities Services.*

**When completed and signed please return by internal mail to Legal Office, Corporate Governance, Building A, Mt Helen Campus OR by email to legaloffice@federation.edu.au**