

To	NAME:	
	POSITION:	
	<i>Insert the name, position with the authority to enter into the agreement on behalf of the University under the Delegations Policy. As per Signing Delegations 1.7 -1.18 (https://policy.federation.edu.au/forms/Delegation_Band_Value_Limit_Table.pdf)</i>	
From	NAME:	
	POSITION:	
	<i>Request to be made from the name, position responsible for the management of the agreement</i>	
Subject		
Date		

As a person with delegated authority under the University's [Delegations – Contract, Staffing and Tender Policy](#), you are requested to consider the proposed arrangement and, if appropriate, approve the University entering into the agreement by signing below.

1. Documents to be signed

Document description:			
Value (GST exclusive):		Term:	
Income / Expenditure:	Income <input type="checkbox"/> Expenditure <input type="checkbox"/>		
Federation Contract Manager:			

2. Approvals

	Yes	No	N/A
	<i>Tick as required</i>		
2.1 If income or expenditure – approved by financial delegate? https://policy.federation.edu.au/forms/Delegation_Band_Value_Limit_Table.pdf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 If expenditure – within budget?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 If expenditure – compliance with Procurement Policy and Procedure? https://policy.federation.edu.au/finance/procurement/purchasing_and_procurement/ch01.php	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Research agreement or MOU? Has approval of Director, Research Services or DVC Research & Innovation been obtained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 International agreement or MOU? Has approval of PVC International been obtained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6 MOU? Has approval been obtained from the Vice-Chancellor's office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7 IT agreement (eg software licence, SAAS)? Has approval of Director, ITS been obtained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8 Physical resources (eg lease, licence, capital works)? Has approval of Director, Facilities Services been obtained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.9 Agreement or MOU impacting a specific campus? Has Head of Campus or Executive Director been briefed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Supporting information (either as a separate attachment or under below headings)

3.1 Background information:

3.2 Benefits to the University:

3.1 Issues or risks to the University:

4. Sign off

Is this a University standard agreement? ☐ Yes ☐ No (If No, Legal sign off is required below)

By signing you confirm you have verified the accuracy of the contents and take responsibility for any errors or omissions in this request

FedUni Contract Manager sign off

PVC / Dean / Director / Registrar / Executive Director / General Manager / Head of Campus sign off

SIGNATURE

SIGNATURE

NAME

NAME

POSITION

POSITION

DATE

DATE

Legal sign off

DVC / COO / CFO sign off (if >\$150K within own Portfolio / Division)

SIGNATURE

SIGNATURE

NAME

NAME

POSITION

POSITION

DATE

DATE

Administration Note:

1. Please attach supporting documents where required.
2. Unless otherwise directed by the Legal Office, once a document has been signed by all parties, please return one fully signed version to the Legal Office with a signed copy of this form. The person responsible for management of the agreement must also retain a scanned version.

Legal Office Use Only:

File No	
Signing Instructions	
Filing Instructions (including confidentiality level)	