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| **USE OF THE UNIVERSITY SEAL** |
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| **SIGNATORY BRIEFING NOTE** |
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|  | **Contact Name** |  |
| **Department** |  |
| **Email**  |  |
| **Telephone** |  |
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|  | **Type of document (e.g. contract, lease, agreement)** |  |
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|  | **Brief description of what the University is entering into by signing the document** |
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|  | **Duration (e.g., what period of time does the contract cover);** |  |
|  |
|  | **Monetary Value** |  |
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|  |
|  | **Project the document relates to** |
|  |
|  | **Responsible Officer** |  |
| **Department** |  |
| **Email/Telephone** |  |
|  |
|  | **The approval process for the Project which led to the creation of the document, (e.g. was it approved at committee, by a Faculty Leadership team, the Director of Financial Services) and who gave final approval** |
|  |
|  | **Please confirm that approval for the financial commitment of the project has been sought in line with the Financial Regulations para. C26, and on what date** |
|  | 1. Project Managers

(Up to £5k)  |  |
| 1. Resource Centre Managers or nominees, plus the above

(Up to £100k) |  |
| 1. Director of Finance or nominee, plus all of the above

(Up to £500k) |  |
| 1. Vice Chancellor or nominee, plus all of the above

(Up to £1 million) |  |
| 1. Chair of FS&R Committee plus all of the above

(£1 million +) |  |
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|  | **What, if any, legal advice was sought when preparing the document** |
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|  |  |
|  | **Who will hold the completed document (the responsible officer, Governance and Legal Services, or the other party)** |
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Note: All sections of this form must be completed and submitted, along with the documents to be executed, to the Office of the University Secretary, 106 Old Broadcasting House, City Campus.