



Office of the University Counsel
REQUEST FOR CONTRACT REVIEW AND
INDEMNITY APPROVAL FORM

The Office of the University Counsel ("OUC") reviews contracts from a legal perspective and offers advice on the legal consequences of UBC entering into the contract. However, the OUC is not in a position to assess the academic/financial/operational viability of contracts. Therefore, each originating unit is required to review any contract it wishes UBC to enter into and to complete the following form confirming that it has done so. The OUC will then conduct its review and coordinate having the contract signed by the appropriate UBC signing officers.

Part 1. To be completed by the Originating Unit

Contract Title/Identifier:

Estimated Value of Contract:

Set out purpose/context, any precedent-setting/sensitive issues, and any representations/warranties that the Originating Unit is unable to confirm are accurate:

Is this a renewal of an existing contract? [] Yes (attach existing contract) [] No
Returned signed contract [] by PDF (standard method where no original "wet ink" signatures required) [] by campus mail [] call when ready to pick up
No. of "wet ink" originals required: _____ (including 1 original to be retained by the OUC)

Contact Person in Originating Unit for questions and to return signed contract:

Name: _____ Phone: _____
Title: _____ E-Mail: _____



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Part 2. To be completed by the Head of the Originating Unit

Name of Originating Unit:

I, _____, state:
(Print name and title of Head of Originating Unit)

- My Unit, including the finance director where appropriate, has reviewed the contract.
- My Unit has obtained any approvals that are required from the Senate or Council of Senates.
- I acknowledge that, where uncertain, it is my responsibility to consult with UBC Human Resources as appropriate and I confirm that the contract does not raise any labour or employment issues.
- I confirm that the purpose and context of this agreement are accurately summarized in the space above.
- I confirm that all of the representations and warranties to be made by UBC in the contract are accurate except as specifically highlighted in the space below.
- I have considered whether the contract is precedent-setting or involves sensitive issues and confirm that any elements that might reasonably trigger such concerns are specifically highlighted in the space below.
- I understand that my Unit is responsible for meeting all of the obligations outlined in the contract.
- I recommend that the contract be executed on behalf of UBC.

Signature of Head of Originating Unit*

Date

**The Head of a Unit is the person who is accountable for that Unit. Where the Unit is a Faculty, the Head is the Dean or an Associate Dean. Where the Unit is an academic Department, the Head is the Department Head. Where the Unit is a School or Institute, the Head is the Director of the School or Institute. Where the Unit is a College, the Head is the Principal. Where the Unit is an administrative or service Unit, the Head often has the title of Director but carry a different title. (Examples include the Registrar, who is the Head of Enrolment Services, the Treasurer, who is the Head of Treasury, and the Vice-Presidents, who are the Heads of their respective offices.)*