**DOCUMENT EXECUTION FORM**

**For use when the Provost is signing a document**

This **Document Execution Form** is to be completed before any legally binding documents (e.g. contracts, agreements, deeds, leases, etc) are signed on behalf of ACU. If not completed and signed by the appropriate authority this form will be returned and execution of the document(s) will be delayed. This completed and approved form will accompany documents being submitted to the Provost of Australian Catholic University Limited for signature on behalf of the University.

**Title of document:**  *[insert]*

**Parties:** *ACU and [insert]*

**Contract value:** *[insert]*

**Number of Copies to be executed:** *[insert]*

**Description:**

|  |
| --- |
| *Provide a brief explanation of the document including any specific provisions to be drawn to the attention of the document signatory or note if this is a standard ACU template that remains unchanged.* |

**AUTHORISATIONS**

*Please choose Yes or No and attach relevant documents*

|  |  |
| --- | --- |
| **Yes / No** | **Does this matter require Standing and Finance Committee approval and / or Senate approval?** If so please attach a copy of the Minute from the relevant meeting whowing approval of the expenditure. |
| **Yes / No** | **Does this matter require Academic Board endorsement?** If so please attach an extract of the Minutes of the relevant meeting of Academic Board. |
| **Clause:** | **Delegations of Authority:** Where an authorised signatory is nominated, please identify the proposed clause(s) of the Univeristy’s Delegations of Authority Policy and Register relied upon by the proposed signatory(ies) to the Agreement  <http://www.acu.edu.au/policies/governance/delegations_of_authority_policy_and_register>  **Please insert clause from the Delegation register**: \_\_\_\_\_\_\_\_\_\_\_ |

The OGC lawyer who has reviewed this agreement is: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and he / she has advised the agreement can now be signed by the Provost.

By signing below you confirm that you have sighted the contract documentation in its final form and recommend that it be executed on behalf of Australian Catholic University Limited:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Responsible officer** (signature and date) **Approved by** (signature and date)

**Name** (print): *(PVC/Executive Dean/HoS/Director/Associate Director)*

**Title and Ext**: **Name** (print):

Please acknowledge receipt by signing and dating below.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature**

**Name**: Pauline Nugent

**Title**: Provost and Deputy Vice-Chancellor (Academic)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATE**