

UNIVERSITY OF LUTON

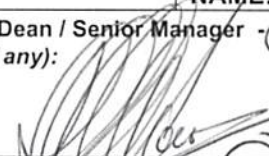


CONTRACT APPROVAL FORM

To comply with the University's Financial Regulations, contracts may only be signed once they have been approved by the Director of Finance and the University Solicitor.

This form is to be used for all contracts. Please complete all sections relevant to you, attach this form to the draft contract and pass it to your Dean or Senior Manager for signature. The contract now goes to the Director of Finance who will check its financial viability. Following approval by the Director of Finance, the contract will be sent to the University Solicitor who will check its legality, terms, conditions and insurance implications. Following legal approval, *and unless requested otherwise*, all paperwork will be returned to YOU, the originator.

Providing there are no late changes, you may now arrange for the contract to be formally signed on behalf of the University by the person indicated below. After this has been done, send the contract to the Third Party for their signature. Please ensure that the original (if you have it) or a copy of the contract, signed by both the University and the Third Party, is lodged with the Legal Office for safekeeping and possible future reference.

Any amendments to the contract which are proposed after the draft has been approved by the University Solicitor must be checked by the Legal Office before the contract is signed or work commences.

The person responsible for this contract is YOU	Your name: <u>MIKE Anstey</u>	Telephone extn: <u>3739</u>
Your Faculty or Department	Your Email address:	<u>@luton.ac.uk</u>
The title of the contract or agreement is:	<u>Innovation Centre</u>	
The name or names of the Other Parties are:	<u>The phoenix development fund</u> <u>Building the best</u>	
Value of contract (excluding VAT)	<u>£ 200,000</u>	
The contract / agreement will operate from:	START date: <u>1 MAY 04</u> END date: <u>31 March 06</u>	
Deadline for return (please be realistic)	On expiry, is this contract likely to be extended: <u>YES</u> or NO	
I request you return this approval form to:	DATE: <u>Fri 21st May</u>	
Approved by Dean / Senior Manager - YES / NO	If left blank, all documentation will be returned to YOU, the Originator	
Comments (if any):	NAME: <u>Mike Anstey / Jan Welch</u>	
Signature: 	Date: <u>16/06/04</u>	
Approved by Director of Finance - YES / NO	Comments (if any): <u>checked folder 18/5/04</u>	
Signature: 	Date: <u>18/5/04</u>	
Approved by University Solicitor - YES / NO	Comments (if any):	
Signature: 	Date: <u>7/6/04</u>	
YOU, the originator, are responsible for ensuring that this contract is signed by the appropriate officer of the University. Because of its monetary value, you need to have this contract signed by:		
Director of Finance / Deputy Vice Chancellor / Vice Chancellor / Chair - Board of Governors OR PF&R Committee		
Approval Form and all documentation forwarded to:		
Logged by Legal Office on (date):		

- To avoid needless and time consuming follow-ups, please inform the Legal Office if it is decided not to proceed with this contract.
- Please remember that the original (if available) or a copy of the contract, signed by ALL the parties, must be lodged with the Legal Office for safekeeping [Legal Office, K307 Fairview House]