



### REQUEST FOR LEASE, LICENSE OR TENANCY AGREEMENT REVIEW AND APPROVAL

UBC Treasury reviews Agreements from a business perspective and offers advice on the consequences of the University signing the Agreement. If necessary, Treasury may seek legal advice from the University Counsel's office. Treasury will coordinate the signing of Agreements by the appropriate University signing officers. Treasury is not in a position to know whether or not this Agreement is in the best interests of the University operationally. Each operational unit is responsible for reviewing the Agreements from an operational perspective and must complete this form confirming that it has done so. Additional information may be found at <https://finance.ubc.ca/banking-leases>.

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To be completed by the Head of Unit submitting the Agreement:

Contract Title:

Estimated Value of Contract:

- My Unit has reviewed the Agreement and found terms and conditions are acceptable.
- I recommend that the Agreement be executed by the University's signing officers
- I understand that the Unit is responsible for meeting the obligations outlined in the Agreement.
- My Unit has set aside the funds required to meet the financial obligation of this Agreement.
- The context of the Agreement is as follows:

*(Describe main elements and rationale for the Agreement)*

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**Head of Unit (Signature)**

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**Head of Unit (Print Name)**

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**Date**