# Provost’s Office Signature Routing Coversheet

## Document Information

Document Title:

Context for Document:

Type of Document:

☐ Non Revenue Business Agreement  
☐ Revenue Business Agreement   
☐ CU System Partner and CU Boulder Revenue Agreements

☐ Recommendation  
☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Originating Department/Unit:

Contact Person:

Email:

## Initial Flow

|  |  |  |  |
| --- | --- | --- | --- |
| **Step** | **Name** | **Initials** | **Date** |
| 1. Envelope prepared by |  |  |  |
| 2. Originating Unit Department Head/Chair |  |  |  |
| 3. Originating Unit Dean/Director/VC |  |  |  |
| 4. CU Boulder Legal Review  (required for all third-party operational agreements, [ucblegaladmin@cu.edu](mailto:ucblegaladmin@cu.edu)) |  |  |  |
| 5. Budget/Finance Approval  (required for all revenue-based documents, [danielle.brunner@colorado.edu](mailto:danielle.brunner@colorado.edu)) |  |  |  |
| 6. Office of the Provost Review ([vcaa@colorado.edu](mailto:vcaa@colorado.edu)) |  |  |  |

Note: Units may add additional internal steps for review and signature to the table by adding additional rows prior to step 4.