Contract Approval

Approval Reference

Date Submitted

Date Approved

Contract Title

1. Purpose

This Contract Approval Record documents the internal review and authorization of the proposed agreement identified in this record. Its purpose is to confirm that the authorized representatives of (“***Company***”) have reviewed the proposed agreement and approved it for execution, subject to the conditions stated below.

This record does not amend, replace, or create the commercial terms of the proposed agreement. The rights and obligations of the contracting parties are set out only in the final executed agreement.

2. Contract Details

Item	Details
Contracting Party	
Contract Type	
Business Owner	
Department	
Contract Team	
Total Contract Value	
Payment Terms	
Renewal Terms	
Governing Law	
Related Documents	

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3. Business Justification

The proposed agreement supports the following business purpose:

The business owner confirms that the proposed agreement is necessary, commercially appropriate, and aligned with the Company's operational needs and approved budget.

4. Review Summary

The individuals responsible for review have considered the proposed agreement, including its commercial, financial, legal, operational, security, privacy, and compliance implications, as applicable.

Any material changes, exceptions, negotiated terms, or unresolved issues are summarized below:

5. Required Conditions Before Execution

Approval is subject to completion of the following conditions before the agreement is signed:

The business owner is responsible for confirming that all required conditions have been satisfied before submitting the agreement for signature.

6. Approval Decision

The undersigned approve the proposed agreement for execution on behalf of the Company, subject to the terms of this Contract Approval Record.

Approval does not authorize any person to sign the agreement unless that person has authority to bind the Company under the Company's applicable delegation of authority or authorization procedures.

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7. Record Retention

The completed Contract Approval Record, final executed agreement, and relevant supporting documents must be retained in accordance with the Company's record retention practices.

8. Amendment or Withdrawal of Approval

Any material change to the proposed agreement after approval, including a change to price, term, scope, liability allocation, payment terms, renewal rights, or other material obligation, requires further review and written approval before execution.

The Company may withdraw this approval at any time before the agreement is executed.

9. Signatures

Business Owner

I confirm that the information in this Contract Approval Record is accurate and that the proposed agreement serves a legitimate business purpose.

Name

Date

Signature

Finance Approval

I confirm that the financial commitments under the proposed agreement have been reviewed and approved.

Name

Date

Signature

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Legal Approval

I confirm that the proposed agreement has been reviewed for legal considerations identified during the approval process.

Name

Date

Signature

Company Approval

I approve execution of the proposed agreement on behalf of the Company, subject to the terms of this Contract Approval Record.

Name

Date

Signature

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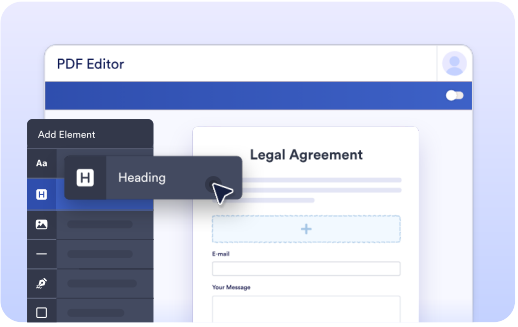
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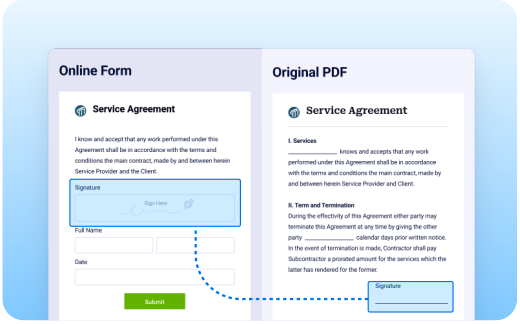
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