|  |
| --- |
| **REQUEST FOR OUTSIDE COUNSEL** |
|  |
| Date: Click or tap to enter a date. | Campus: Click or tap here to enter text.  |
| **AUTHORIZED REQUESTOR:** |
| Name: Click or tap here to enter text. | Email: Click or tap here to enter text. |
| Dept: Click or tap here to enter text.  | Telephone: Click or tap here to enter text. |
| **PRIMARY CONTACT EMPLOYEE:** |
| Name: Click or tap here to enter text. | Email: Click or tap here to enter text. |
| Dept: Click or tap here to enter text. | Telephone: Click or tap here to enter text. |
| **REQUESTED LAW FIRM/ATTORNEY (OPTIONAL):** |
| Law Firm Name:  Click or tap here to enter text. | Attorney Name:  Click or tap here to enter text. |
| **DESCRIPTION OF MATTER:** |
| Click or tap here to enter text. |
| **CAMPUS APPROVAL:** |
| Signature: | Click or tap here to enter text. |
| Printed Name: | Click or tap here to enter text. |
| Title: | Click or tap here to enter text. |
| **OGC USE ONLY:** |
| OGC Approval: |  | Date: |
| Counsel Assigned: |  | Matter ID: |