



MEMORANDUM

RE: Authorization to Approve Agreement in Contract Management Portal
Date: mm/dd/yy
From: NAME, Senior Fiscal Officer, COLLEGE
To: Office of International Affairs
Subject: International Agreement with INSTITUTION

I have reviewed the referenced agreement for financial and personnel commitments and bid waiver requirements.

1. Is a bid waiver required? (if so, please attach)
Yes No

I authorize the Office of International Affairs to upload and approve this agreement on behalf of my College/VP area in the Ohio State OnBase Contract Management system for workflow to Ohio State's Chief Financial Officer. I understand that if more than one College/VP area is party to the agreement, OIA requires written approval from all College and VP areas party to the agreement before it will be uploaded into the Contract Management Portal.

Signature: _____

NAME
Senior Fiscal Officer
COLLEGE

Note: SFO approval is required even if there are no immediate financial or personnel obligations in order for the document to be approved in workflow in the OSU OnBase System.