

# LS001: Approvals check list: Grant/Contract/MOU/MOA for the Office of the Registrar

## Important to note:

**Requirement:** This check list must be completed before grants/contracts/MOUs/MOAs are forwarded to the Registrar or duly authorised signatory for signature on behalf of the University of Cape Town.

**Declaration regarding conflict of interest:** By signing this form, each signatory further declares that, to the best of their knowledge, no actual or potential conflict of interest exists.

**Form completion:** This is a fillable PDF form with predefined form fields which **must** be **opened** and **completed** in **Adobe Acrobat Reader** and **signed using your [Adobe Digital ID](#)**. Do **not** use *Fill & Sign* to add fields as this will disable **all** the existing fields and any remaining, incomplete fields will become **unusable**.

## CONTRACT (S) / AGREEMENT (S)

1. Details of member submitting the grant/contract/MOU/MOA for signature:				
Document title				
Full name of Member				
Email address				
Signature of Member		Date signed		
<p><b>Note:</b> If the person submitting as set out in section 1 above is not the Fund holder, then <a href="#">section 2</a> must also be completed.</p>				
2. Fund holder endorsement (if applicable)				
Has the relevant Fund holder endorsed the grant/contract/MOU/MOA:	YES		NO	
Fund holder full name				
Fund holder signature		Date signed		
3. Dean/Executive Director/GSB Director/CFO endorsement (if applicable)				
Has the relevant Executive Director/Dean endorsed the grant/contract /MOU/MOA and confirmed that employees are aware of the obligation to disclose all conflicts/possible conflicts of interests timeously?	YES		NO	
Dean/Executive Director/GSB Director/CFO full name				
Dean/Executive Director/GSB Director/CFO signature		Date signed		

#### 4. Finance manager budget approval

Has the relevant finance manager approved the budget associated with the document set out in 1 above?	YES		NO	
Finance manager full name				
Finance manager signature		Date signed		

#### 5. Director: Legal Services or nominee approval

Has the Director: Legal Services or nominee approved the grant/contract/MOU/MOA for signature?	YES		NO	
Director: Legal Services or nominee full name				
Director: Legal Services or nominee signature		Date signed		