LABOR CERTIFICATION FEE/RETAINER AGREEMENT APPROVAL FORM
UNIVERSITY OF IDAHO

CONTRACTING PARTIES: University of Idaho

SUBMITTED ON BEHALF OF (Person seeking labor certification): _____

COST TO UNIVERSITY (will be paid from Departmental funds): __$_____

ROUTING/APPROVALS:

1. International Programs (receives fee/retainer agreement documents from employee, signs below to acknowledge receipt)
2. Department Chair (signs approval below signifying agreement to sponsor employee and authorization to submit Claim Voucher (CV) for payment of fee upon final approval)
3. General Counsel (signs approval signifying authorization for Director of Purchasing to sign fee/retainer agreement)
4. Director of Purchasing (signs approval below, signs retainer agreement)
5. International Programs (sends copies of finalized approval form and retainer agreement to General Counsel and Director of Purchasing and retains originals in the file; processes CV for attorney retainer fee as per signed agreement and obtains check from accounts payable – department signature below allows IPO representative to sign CV as an approved official unless otherwise indicated; faxes copy of CV, retainer and approval form to department for records; obtains check from Accounts Payable and sends fee payment with copy of retainer agreement to authorized attorney.

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1) INTERNATIONAL PROGRAMS OFFICE

DATE: ____October 30, 2009_____

NAME: ___Tammi Johnson_____

TITLE: ____Coordinator, International Student, Scholar and Faculty Services___

SIGNATURE: _____

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2) DEPARTMENT CHAIR

DATE: _____

DEPARTMENT: _____

NAME & TITLE: _____

SIGNATURE: _____

BUDGET NUMBER TO USE FOR FEE PAYMENT: _____

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3) OFFICE OF GENERAL COUNSEL

DATE: _____

NAME: ____Charles Graham_____

SIGNATURE: _____

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4) DIRECTOR OF PURCHASING

DATE: _____

NAME: _____

SIGNATURE: _____