



HOUSTON COMMUNITY COLLEGE
Office of the Chancellor Signature Request Form

URGENT

(Please include explanation in summary box. Also, please note we cannot guarantee same day signatures)

Chancellor
Sr. Vice Chancellor

OGC#

For Office of the Chancellor Use only

Date Received:

ML#

Date Submitted:

Date Needed:

From:

Return to Email:

Phone Number:

Amount: (if applicable)

Approval Source:

Brief Summary:
(Include Document Type)

By signing and checking below I agree that I have reviewed the above referenced document(s) in its entirety and attest that (1) I fully reviewed and understand all of its requirements, assertions, statements, and provisions (as applicable), (2) that all business/financial terms are accurate, complete, and enforceable, and (3) that any goods/services covered by the above referenced document have been procured in accordance with all applicable provisions of Texas law, regulations, and HCC's policies and procedures.

Signature:	Print Name:	Title:	Date:
Signature:	Print Name:	Title:	Date:
Signature:	Print Name:	Title:	Date:

NOTE: All signature request over \$100,000 must include a copy of the Board Approved Action item and Minutes. This information can be found on the [Board of Trustees](#) web page of the HCC website.

To Ensure Timely Processing:

Signature request form must be typed, filled out entirely and correctly.

All documents must be completely filled out.

All signature request must be submitted a minimum of three (3) days before needed. Requested return date cannot be guaranteed.

All Approval Signatures must be obtained prior to submission to the Office of the Chancellor and include approval by a member of the Chancellor's Executive Council.

Failure to adhere to the above may affect processing time.