



THE TEXAS A&M UNIVERSITY SYSTEM

Office of General Counsel

Business Law & Intellectual Property

CONTRACT DRAFTING, REVIEW and APPROVAL PROCESS

FORWARD REVIEW REQUESTS TO: Cyndi Schoen at cschoen@tamus.edu

Review will be assigned to the appropriate attorney according to particular subject-matter area. Once assigned, the attorney name will be provided to requestor.

STATUS INFORMATION: Contact Attorney or Attorney's Assistant

For status on a review please contact the assigned attorney or the attorney's assistant.

FORWARD EXECUTED AGREEMENTS TO: Assistant

Once available please forward a copy of the fully executed agreement to the assigned attorney's assistant for proper filing and file closure.

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