

Craig Sharpe

From: Contract@nd.edu
Sent: Saturday, October 12, 2013 9:00 AM
To: Craig Sharpe
Subject: Office of General Counsel - Contract/Agreement Needed for Repository

First Notification Test 2013-06-0006951

IMPORTANT NOTICE - PLEASE READ

The above document has been reviewed by General Counsel and a fully executed electronic copy has been designated for retention in the University Contract Repository (UCR). Once the agreement has been returned to you and signed by all parties, please forward a copy to General Counsel using the online submission form.

The Contract Submission form can be completed by accessing the link below. Please log-in, complete the required fields, upload the contract and select the SUBMIT button.

<http://tinyurl.com/contract-submission>

For more information regarding the University Contract Repository (UCR) please visit:

<http://www.nd.edu/~gencoun/resources/UniversityContractRepository.shtml>

Thank you in advance for your assistance.

Craig J. Sharpe
Contract System Business Analyst
Office of the Vice President and General Counsel
203 Main Building
Notre Dame, IN 46556

(574) 631-6411

Fax: (574) 631-8233

Craig Sharpe

From: Contract@nd.edu
Sent: Thursday, October 17, 2013 9:00 AM
To: Craig Sharpe
Subject: Reminder: Contract/Agreement Needed for Repository

Reminder Notification Test 2013-02-0006257

IMPORTANT NOTICE - PLEASE READ

This is a reminder that the above document has not yet been received by the Office of General Counsel. An electronic copy is required to be retained in the University Contract Repository (UCR). Once the agreement has been signed by all parties, please forward a copy to General Counsel using the online submission form.

The Contract Submission form can be completed by accessing the link below. Please log-in, complete the required fields, upload the contract and select the SUBMIT button.

<http://tinyurl.com/contract-submission>

For more information regarding the University Contract Repository please visit:

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Thank you in advance for your assistance.

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Craig Sharpe

From: Contract@nd.edu
Sent: Sunday, October 13, 2013 9:00 AM
To: Craig Sharpe
Subject: Contract Renewal Decision Deadline Notice

Renewal Decision Notification Test ICR-2012-10-0001875

This notification is to inform you that the above contract/agreement, which is currently being stored in the University Contract Repository (UCR), is approaching its renewal decision deadline. Please update the Office of General Counsel once a decision is made whether to renew, terminate or modify the contract/agreement by forwarding your intentions to Contract@nd.edu so that we may update the repository accordingly. Any modifications that are outside of the original scope of the contract/agreement should be referred to your assigned attorney for review and approval.

Thank you in advance for your assistance.

Craig J. Sharpe
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