Klarstig

# Contract Approval

Summarize a proposed action and the information needed for a decision. Completion of this form records a request; it does not approve spending or authorize the action.

## Contact and reference

**Organization using this document**

**Your name or contact reference ***

**Email for a reply if needed**

## Information for this document

**Decision requested ***

**Reason and expected benefit ***

**Amount requiring approval**

**Currency if an amount is entered**

- ☐ USD
- ☐ EUR
- ☐ GBP
- ☐ CAD
- ☐ Other

**Other currency code if selected**

**Decision needed by ***

**Alternatives considered**

**Effect of delay or refusal**

**Person or role responsible for approval ***

## Specific details

### Contract counterparty and version

Complete when relevant to this request.

**Commitments renewal dates and clauses requiring a decision**

## Operating context

### Organization branch or team concerned

Complete when relevant to this request.

**Local requirements and constraints relevant to this document**

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Some questions become required only after certain answers. The printable version shows every question.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

**Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.**

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