



## **Executive Memorandum No. 10**

**Policies and Procedures Concerning the General Counsel for the University, and Employment of Outside Attorneys**

- e. All billing statements for services rendered by any outside attorney shall be sent or forwarded to the General Counsel for review and approval prior to payment.

3. Annual Report by the General Counsel

Within forty-five days after the end of each fiscal year the General Counsel shall submit to the President and the Board of Regents a written report giving a summary of active and concluded litigation handled by or under the supervision of the General Counsel's office during the preceding fiscal year, and a summary of the outside legal services for the University approved by the General Counsel during the preceding fiscal year.

**Reference:** April 20, 1979  
June, 2002