


MEMORANDUM

DATE: September 30, 2020
TO: ALVSCE Appointed Administrators
FROM: Shane C. Burgess 
SUBJECT: UA Office of General Counsel

If at any time you have an issue that you believe needs legal advice from the University of Arizona's Office of General Counsel, this must be routed through my and Jeffrey Ratje's offices.

All OGC appointments must be made by one or other of our offices and Jeffrey and I must be copied on all communications to OGC.

If you have an Extension-related issue that you believe needs OGC review, please contact Jeff Silvertooth and he will contact me and Jeffrey.

If you do not report directly to me, any contact with OGC must run through our chain of authority to me and Jeffrey.