Date

**Reversal Contract**

FROM:

TO: Name of Hiring Unit

Dear XXXXXX:

In consideration of the Letter of Undertaking dated XXXXX, and signed on XXXXX, by XXXXX, I, XXXXX, do hereby commit and undertake in return to reimburse, the University of Alberta, for any costs which may be incurred as a result of the undertaking. This document may be used as a pre-authorization for deduction of such costs against any monies owing to me by the University of Alberta and/or in any proceedings initiated by the University of Alberta relative to collection of such funds.

Dated at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_

City/Town Province/State Day Month Year

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Printed Name Title

Cc: Customs, Supply Management Services, University of Alberta