

**MCEE Review and Dean Signature of Agreements:**

1. Faculty routes document via email to Director for review.
2. Director forwards document with his/her approval to Unit Admin, requesting document to be submitted to OU Legal for review.
3. Unit Admin submits document (including email trail with Director approvals) to OU Legal representative assigned to MCEE:  
**Michael A. Schade, J.D., CLP**
4. Document is reviewed and if necessary, the suggested/required changes made, and routed back to company for agreement of changes and signature.
5. Document is returned by OU Legal to Unit Admin or submitting Faculty.
6. Unit Admin submits (revised if needed) document and the entire email string, which reflects Director approval and OU Legal review and approval, to Dean's Office for signature.

**Darrell "DJ" Rowlett**

OU Office of Legal Counsel, Staff Assistant  
University of Oklahoma  
660 Parrington Oval, Suite 213  
Norman, OK 73019  
405-325-4124  
[djrowlett@ou.edu](mailto:djrowlett@ou.edu)

**Courtnei Covington, J.D.**

Staff Attorney, Procurement Operations  
University of Oklahoma  
2750 Venture Dr.  
Norman, Oklahoma 73069  
(405) 325-5437 phone  
[courtneicovington@ou.edu](mailto:courtneicovington@ou.edu)

**James Murray**

Staff Attorney, Office of Legal Counsel  
The University of Oklahoma  
660 Parrington Oval, Suite 213  
Norman, Oklahoma 73019  
405.325.4124 - 405.325.7681 fax  
[jpm@ou.edu](mailto:jpm@ou.edu)

**Branton Bentley**

Staff Attorney, Procurement Operations  
University of Oklahoma  
2750 Venture Dr.  
Norman, Oklahoma 73069  
(405) 325-3964  
[brantbentley@ou.edu](mailto:brantbentley@ou.edu)

**Gus H. Buthman**

Staff Attorney, Office of Legal Counsel  
University of Oklahoma  
660 Parrington Oval, Suite 213  
Norman, OK 73019  
(405) 325-4124 (405) 325-7681 fax  
[gbuthman@ou.edu](mailto:gbuthman@ou.edu)

**Mallory Day, ECoP®(EAR & ITAR)**

(she, her, hers)  
Export Compliance Manager, University of Oklahoma  
201 Stephenson Pkwy, Suite 3100  
Norman, OK 73019  
Phone: (405)325-7101 Fax: (405)325-8675  
[malloryday@ou.edu](mailto:malloryday@ou.edu)

**Michael A. Schade, J.D., CLP**

Intellectual Property Counsel and Staff  
Attorney, Office of Legal Counsel  
University of Oklahoma  
660 Parrington Oval, Suite 213  
Norman, OK 73019  
(405) 325-4124 (o) | (405) 325-7681 (f)  
[mschade@ou.edu](mailto:mschade@ou.edu)

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