



## **Preliminary Approval Form- #Policy 20101**

**This form is required to initiate the document operational review process.**

**Do not start this process if the document requires an encumbrance, requisition, purchase order, or payment to a third party. This process does not bypass the Purchasing Department**

**Justification:**

(Provide a brief explanation of this document and its benefit for the university)

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**Approved By:**

Supervisor Name: \_\_\_\_\_

Division VP: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

VP Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_