



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)

Approved By:

Supervisor Name: _____

Division VP: _____

Supervisor Signature: _____

VP Signature: _____

Date: _____

Date: _____