

Approvals:

VP/Cabinet Member: _____ Date: _____

****Note: VP sign on reverse side for advertising budget commitment**

Chief HR Officer: _____ Date: _____

Controller: _____ Date: _____

****Controller approving funding source/account number**

VP/CFO: _____ Date: _____

President: _____ Approved _____ Denied _____ Hold

President: _____ Date: _____

Letter produced by HR: _____ Date: _____

Original to Human Resources Department

Revised 08/21/2024