

Board Approval and Sign-Off Sheet

Document Title _____

Document Reference
No. _____

Date of Board Meeting _____

Version _____

Prepared By _____

Department _____

SYNOPSIS / EXECUTIVE SUMMARY

RESOLUTION

BOARD APPROVAL & SIGN-OFF

Name:
Date:
Position:

Name:
Date:
Position:

Name:
Date:
Position:

Name:
Date:

Position:

IMPORTANT NOTES

- This document acts as formal proof of board approval for the stated subject.
- Ensure all board members required for approval have signed and dated this sheet.
- Retain this document securely as part of official records and for potential audits.
- Amendments or clarifications should be documented and appended as necessary.
- Unsigned or incomplete sheets are typically considered invalid.