

# Internal Approval Routing Checklist

Document Title: \_\_\_\_\_

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

Prepared By: \_\_\_\_\_

## Approval Routing Steps

Step No.	Department/Role	Reviewer Name	Review Date	Signature	Comments
1	Originating Department				
2	Immediate Supervisor				
3	Finance/Accounting				
4	Legal/Compliance				
5	Executive Management				

## Supporting Documents

- Proposal/Project Documentation
- Budget Estimate
- Risk Assessment (if applicable)
- Relevant Correspondence

## Important Notes

- Ensure all relevant departments have reviewed and approved before final submission.
- Missing signatures or incomplete information may delay the approval process.
- This checklist must be attached to the main submission document.
- Routinely update the checklist as the routing progresses to maintain transparency.
- Refer to internal policy for exceptions and urgent approval routing procedures.