

# Approval and Authorization

ROLE	
NAME	
SIGNATURE	
DATE	
COMMENTS (IF ANY)	
Prepared By	
Reviewed By	
Approved By	
Authorized By	

## IMPORTANT NOTES

- Ensure all required roles have completed the approval process before proceeding.
- Signatures should be obtained in the order specified (from Prepared to Authorized).
- Any comments or special conditions must be clearly stated in the comments section.
- Keep a copy of the signed document for record-keeping and future audits.