

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.