**Policy Review and Approval Routing Form**

|  |  |
| --- | --- |
| Division |  |
| Responsible Executive |  |
| Responsible Office |  |

|  |  |
| --- | --- |
| Policy Name |  |

|  |  |  |  |
| --- | --- | --- | --- |
| New |  |  |  |
| Revision |  | Policy # |  |

|  |  |
| --- | --- |
| Date submitted to President for review |  |

|  |  |  |  |
| --- | --- | --- | --- |
| President reviewed and approved policy | Ron Berry |  |  |
|  |  | Signature | Date |

**or**

|  |  |  |  |
| --- | --- | --- | --- |
| President reviewed and directs Responsible Executive to send policy to the Executive Council. | Ron Berry |  |  |
|  |  | Signature | Date |

|  |  |
| --- | --- |
| Date policy returned to Responsible Executive |  |

Must resubmit policy to President for approval.

|  |  |  |  |
| --- | --- | --- | --- |
| **then**  After Executive Council review, date policy resubmitted to President for review. \_\_\_\_  President reviewed and approved policy. | Ron Berry |  |  |
|  |  | Signature | Date |