

Requester's Name	
Email_	
Department_	
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Executive Approval Form

Use this form to obtain executive level pre-approval and exceptions to university policy. This completed and approved form should be retained by the requester along with the documentation of the associated expense. A copy of this form must be submitted with any related payment requests.

Standard Business meals/hospitality Gift card advance Other Gift Other Other Gift Other Other Other Gift Other		, ,,	•	. , .		
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