

# Supervising VP Final Approver

Phase

Supervising VP

Cari Tawney

Koldus 117

Department Director

Department

Discussion for HR action

Discussion for HR action

Generate memo/  
form

Review and sign

Memo/form logged  
into mail log

Compliance and  
general review

Review and sign

Copy, log out, email  
department that  
memo/form is ready  
for pick up

Logged out of mail  
log and filed for  
department pick up

Pick up

