To be completed by requesting division

Document Title: ________________________________________________________________

Requested Services:

☐ Standard Review  ☐ Revise  ☐ Recommendations

☐ Grammatical review - only  ☐ Content Review - only  ☐ Other: _____________________________

Attached documents (ordinances, resolutions, state or federal grant requirements, etc.):
________________________________________________________________________________________________
________________________________________________________________________________________________

Division: _________________________________________  Program/Department: ____________________________

Requestor Name: ___________________________________  Title: _________________________________________

Phone: ___________________________________________  email: ________________________________________

If I should be unavailable for any reason during this process, I delegate the following to act on my behalf:

Delegate  _________________________________________  Title: _________________________________________

Delegate: Phone: __________________________________  Email: ________________________________________

Authorizing Signature: ______________________________  Date: ________________________________________

Due to competing priorities and workload, a definite time for completion of review cannot be given.

________________________________________________________________________________________________

Human Resources Use Only

Date Received: ____________________________________  Received By: __________________________________

Type of Review: ____________________________________

Completed by: _____________________________________  Date Completed: _______________________________

Recommend forward to Legal for Review?  ☐ Yes  ☐ No

Follow-up required: ________________________________________________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

HRPC11/2013dp