

SAMPLE FORMAT TO REQUEST PRESIDENTIAL APPROVAL

TO: John Delaney, President
University of North Florida

VIA: Division Vice President

FROM: Dean, Director or Department Chair

DATE:

SUBJ: Approval of Great Grand Master Keys

We are requesting approval to issue a set of Great Grand Master Keys to:
(name) _____,
(justification of need)_____.

Recommend Approval: _____
Dean, Director or Department Chair

Recommend Approval: _____
Division Vice President

Approved: _____
John Delaney