



President's Log # \_\_\_\_\_

# PRESIDENT'S OFFICE TRANSMITTAL FORM

Please submit transmittal form via DocuSign with all documents requesting the president's signature.

**All documents requiring the president's approval must first be approved by the appropriate Vice President.**

**Vice President's Signature:**  
**(REQUIRED)**

**Date:**

**Document Information**

Requested By:

Dept./College/Unit:

Staff Contact Name:

Extension:

Date:

**Type of Document:**

- Budget/Expenditures
- Personnel
- Hospitality
- Other

**Action Required:**

- For Review
- For Approval/Signature

URGENT\*

\*Requested Completion Date:

Brief summary/ description of attached document(s). i.e. travel dates/purpose of trip, hospitality purpose, special consultant work outcome expected, etc:

**Budget Information (if Applicable)**

Budgetary Impact:

Sufficient Funds Identified

Amount (Current Fiscal Year):

Amount (Next Fiscal Year):

Funding Type:

Base Budget  One Time Funds

Funding Source:

Account Number

Sequence Code

Please Explain: