

Use a paperclip to attach this form to the front of the folder containing documents requiring approval or signature of the Chancellor.

# UC San Diego

## CHANCELLOR'S CLEARANCE SHEET

CLEARANCE SHEET DATE: \_\_\_\_\_

LETTER DATE: \_\_\_\_\_

URGENT:

Yes \_\_\_\_\_ No \_\_\_\_\_

DUE DATE: \_\_\_\_\_

IDENTIFY DOCUMENT TYPE AND BRIEFLY DESCRIBE SUBJECT MATTER:

HEAD OF INITIATING OFFICE (Full Name, Title and Signature):

CAMPUS DEPARTMENT:

TELEPHONE:

**INSTRUCTIONS FOR DOCUMENT RETURN:**

For Pickup, Contact: \_\_\_\_\_

Name

\_\_\_\_\_ Email \_\_\_\_\_ Extension \_\_\_\_\_

OR Mail Back To: \_\_\_\_\_

Name \_\_\_\_\_ Mail Code \_\_\_\_\_

**FOR POLICY & RECORDS ADMINISTRATION USE ONLY**

Date Logged: \_\_\_\_\_

Reviewer Initials: \_\_\_\_\_

Date Returned: \_\_\_\_\_

ROUTE ORDER	TITLE	SIGNATURE	DATE IN	DATE OUT
	Chancellor			
	Executive Vice Chancellor - Academic Affairs			
	Vice Chancellor - Advancement			
	Vice Chancellor and Chief Financial Officer			
	Vice Chancellor - Equity, Diversity & Inclusion			
	Vice Chancellor - Health Sciences			
	Vice Chancellor - Marine Sciences			
	Vice Chancellor - Research			
	Vice Chancellor - Resource Management & Planning			
	Vice Chancellor - Student Affairs			
	UC San Diego Health System - Chief Executive Officer			
	Campus Counsel			
	Others:			