



# IT Project Request Executive Leadership Approval Form

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This form must be signed by a member of the GRCC Executive Leadership Team prior to any request being reviewed. Only Executive Leadership members listed [HERE](#) may sign this form.

## *Disclaimer:*

Signature by a member of the Executive Leadership Team DOES NOT constitute an approval of this project request. The purpose of this form is to ensure the Executive Leader with oversight of the requesting department is informed and supportive of the initiative as requested. The Project Review Team (PRT) will only commence the review process upon receipt of this signed form accompanying the project request.

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Requestor: Please complete this section and send to Executive for signature.

**Project Name:** \_\_\_\_\_

**Request Description:**

**Requestor Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_

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*By signing this form, I hereby approve the submission of the requested project and authorize its further consideration and evaluation.*

**Executive Signature:** \_\_\_\_\_