Properly prepared form should accompany all documents requiring approval or signature of Chancellor.

UNIVERSITY OF CALIFORNIA, SAN DIEGO **CHANCELLOR'S CLEARANCE SHEET**	CLEARANCE SHEET DATE LETTER DATE **RESPONSE TO ACTION**: YES ☐ NO ☐ **Indicate Original Action** (Date) (From/To) (Subject)

IDENTIFY TYPE OF DOCUMENT, THEN BRIEFLY, BUT CLEARLY DESCRIBE SUBJECT MATTER:

HEAD OF INITIATING OFFICE (Full name, Title typed, and Signature): CAMPUS DEPARTMENT TEL. NO

MAILING INSTRUCTIONS, SPECIAL HANDLING:

For Pickup, Call: _____ Contact Name _____ Extension

Mail Back to _____ Contact Name _____ Mail Code

FOR POLICY & RECORDS ADMINISTRATION USE:

Logged _____ Returned _____

Reviewed _____ Scanned _____

Signed _____

ROUTE ORDER	TITLE	SIGNATURE	DATE IN	DATE OUT
	Chancellor			
	Executive Vice Chancellor - Academic Affairs			
	Vice Chancellor - External and Business Affairs			
	Vice Chancellor – Health Sciences			
	Vice Chancellor - Marine Sciences			
	Vice Chancellor - Research			
	Vice Chancellor - Resource Mgmt & Planning			
	Vice Chancellor - Student Affairs			
	UCSD Healthcare			
	Others:			