



Company Header

Address

ROUTING SLIP

Title : Access Control Policy

Description: _____

Department : IT (Originating Branch)

Date	From	To	Signature	Action Required	Remarks
24 Aug 2021	G.M. GM	Receiving	boss 1629795610853	6	
	Exec. Asst. G.M.	G.M.			
24 Aug 2021	IT	All Branches ,AGM	manager-it 1629789779267	2	
24 Aug 2021	MARKETING	IT	manager-marketing 1629795495835	2	
24 Aug 2021	LOGISTICS	GM	manager-logistics 1629795534546	3	

Legend:

1. Approval/ Signature
2. Appropriate Action
3. Comment/Recommend
4. Study/Investigate
5. Rewrite/Redraft/Retype

6. Dispatch/ Forward/ File
7. Notation/Information
8. Disseminate
9. Please Print