



# Staff Summary Sheet

Request for Signature of:

Date:

Reviewing Office	Secretary Initial/Date	Concur Initial/Date	Comment	Reviewing Office	Secretary Initial/Date	Concur Initial/Date	Comment

Document Subject:

Document Summary/Note to Reviewer:

Prepared by:	Phone:	Office Symbols:	Room #:
Filename:	Due Date:	ECMS Control #:	Document Signed Date:

**Note:** This sheet serves as documentation of the correspondence review process and must be attached to the official file copy of correspondence.