

Document Approval Deadlines

Requestor to Submitted by	Type of Documents	When will it get approved/signed?
Monday End of Day	OOEf's AIS/APS	Documents will be prepared for signature on Tuesday morning, as soon as it is signed and received back, we will send a copy back to the requestor (Typically Wednesday or Thursday)
Monday and Wednesday End of Day	Purchase Orders - ie. PointPlus & UT Market VE Documents - ie. VE5 and VE6	Bservices will review and approve documents on Tuesday and Thursday.
Monday End of Day	Items that need Ricardo's or Dean's signature	Documents will be prepared for signature on Tuesday, as soon as it is signed and received back, we will send a copy back to the requestor. NOTE: Dean's signature can take up to two weeks, please submit documents at least two weeks in advance. Ricardo's signatures can take up to one week.