Any major software changes and/or upgrades must be approved by 3 senior managers first and always.

**Procedure:**

Request Must first be submitted with a W-5 report.

Then the 3 senior managers must meet review in detail the request and outcome of the changes warrants the expenditure along with all other dept benefits and, then a W-5 report must be completed by management and distributed to all that would be affected.

Signed:

Name (print) Title Signature Date

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