Approval Request Form: Policy Exception

This **approval request form** sample streamlines the process of obtaining exceptions to company policies efficiently and transparently. It ensures that all necessary information is documented for proper review and authorization. Using this form helps maintain compliance while allowing flexibility when justified exceptions are needed.

Requestor Name:

Department:

Date of Request:

Policy Title/Reference Number:

Description of Requested Exception:

Justification for Exception:

Risk Assessment & Controls (if any):

Requested Duration of Exception:

Select duration ▼

If temporary, specify end date:

Immediate Manager/Supervisor:

Additional Comments/Information:

Approval:

☐
Approved
☐
Denied

Approver Name:

Approval Date:

Submit Request