

University PTRM Committee  
 File Naming System  
 August 20, 2021

Level of Review	Document Type	File Naming
1 <sup>st</sup> Revision Submissions	Document	collegeacronymdepartmentrevisedtrkchanges_yyyymmdd Ex: cbefinancetrkchanges_20211203
	Checklist	collegeacronymdepartmentrevisedchklist_yyyymmdd Ex: cbefinancerevisedchklist_20211203
	Approval Form	collegedepartmentrevisedapprovalform_yyyymmdd Ex: cbefinancerevisedapprovalform_20211203
2 <sup>nd</sup> Revision Submissions	Document	collegedepartmentrevisedtrkchanges2_yyyymmdd (date of revision) Ex: cbefinancerevisedtrkchanges2_20220115
	Checklist	collegedepartmentrevisedchklist2_yyyymmdd (date of revision) Ex: cbefinancerevisedchklist2_20220115
	Approval Form	Not required
Full Approval Ready to upload to UPTRM site	Document	Collegedeptpproved_yyyymmdd (of final approval) Ex: cbefinanceapproved_20210512