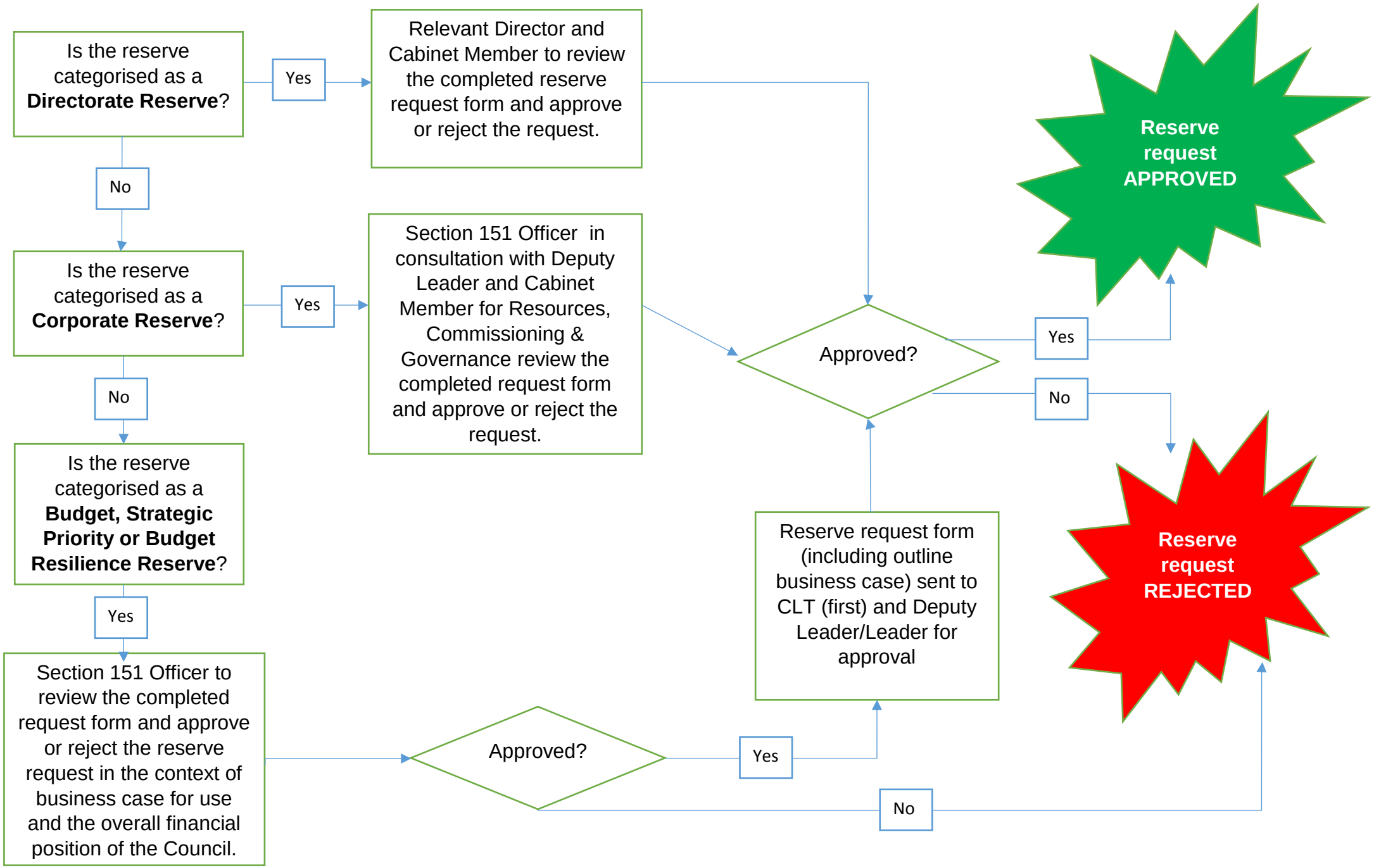Reserve Request Approval Process **Appendix 3**