*Fill in all required sections and delete all others before uploading this document to PolicyStat. After upload, complete the following information in "Properties" (found in left navigation).*

* *Title (ensure you include “Procedure” at the end of the title)*
* *Owner (your name)*
* *Area (your department/area)*
* *Approval Workflow (Select either 4, 5, or 6 depending on your needs. If you have questions, please contact the Policy Office.)*
* *Review date: Enter "1095"*

*Please delete this highlighted section before uploading to PolicyStat.*

# REASON FOR PROCEDURE

* *Required*
* *The Reason for Procedure recognizes the legitimate interests of all parties, describes the problem or conflict the policy will resolve, and cites any legal or regulatory reasons for the policy.*
* *Please delete this highlighted section when completed.*

# PRINCIPLES

* *Required*
* *The Principles: Overview is an expansion of the Reason for Procedure.*
* *This section allows for a fuller description of the contents than what was possible in the “statement” section. Generally 1 to 4 paragraphs.*
* *Please delete this highlighted section when completed.*

### Overview

# PROCEDURES

* *Required*
* *Utilize sub-headlines to address specific procedural sections.*
* *Please delete this highlighted section when completed.*

## Sub-headline

* *The sub-headline should be specific to each procedure.*
* *Delete unused sub-headline sections as necessary.*
* *Please delete this highlighted section when completed.*

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* *Delete unused sub-headline sections as necessary.*
* *Please delete this highlighted section when completed.*

# CONTACTS

* *Required*
* *The Contact section of the policy tells the reader who to contact with specific questions regarding the procedure. The first item is usually “Procedure Clarification” which directs the reader to the responsible office.*
* *Other items relate to subject matter in the document about which the reader may have follow-up questions*.
* *Delete empty rows as necessary.*
* *Please delete this highlighted section when completed.*

Specific questions should be directed to the following:

| Subject | Contact | Telephone | Department/Office E-Mail  Web Address |
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# DEFINITIONS

* *Required*
* *List unique terms that, by being defined, would add to the reader’s understanding of the procedure.*
* *Define unfamiliar terms, technical terms, and terms which special meanings.*
* *List all terms in alphabetical order.*
* *Delete empty rows as necessary.*
* *Please delete this highlighted section when completed.*

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# RELATED INFORMATION, RESOURCES & FORMS

* *Required*
* *This section should include information that is directly related to the procedure, the related forms required for compliance and the web links through which they can be accessed.*
* *The information in this section should be listed alphabetically and provide links for the reader.*
* *Delete empty rows as necessary.*
* *Please delete this highlighted section when completed.*

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*Ensure you have completed all required sections and have deleted all others before approving this document. Scroll to top of screen and find the yellow "Start Approvals" button. Select it and then write in the pop-up box that appears either:*

1. *"For PO Review" (Use if workflows 5 or 6 were selected. The document will automatically route to the Policy Office.)*
2. *"Initial document" (Use if any other workflow was selected.)*

*Please delete this highlighted section prior to approving document.*