

**\*Policy Title:**

**Policy Number:**

**\*Date Established: [original date of approval]**

**\*Office with Administrative Responsibility:**

**\*Approver:**

**\*Revision Date(s): [fill this in each time an amendment is approved]**

[Use suggested headers as appropriate]:

*Introduction /Background / Purpose*

*Application / Scope of Policy*

*Exceptions to Policy*

*Definitions*

*Roles and Responsibilities*

*\*Policy Statement*

*Review By* (include either the expected review date, or a timeline for periodic review)

*Appendices*

*Cross References (May include Procedures and Forms Related to the Policy^)*

*^Procedures and Forms should be presented in a separate document, or attached at the end of a policy. It should be mentioned and linked to in the Cross-References section of each policy. This will allow for operational efficiency in approving revised procedures and forms.*