INFORMATION ONLY

PROCEDURE TITLE: PROCEDURE TITLE

PROCEDURE NO.: 9.99:1

RELATED POLICY: 9.99

PAGE NO.: 1 OF [X]

RESPONSIBLE ADMINISTRATOR(S): [example: BURSAR/VPF&A]

EFECTIVE DATE: mm/dd/yy [date of BOT meeting]

NEXT REVIEW DATE: mm/yyyy [three years from effective date]

APPROVED BY: PRESIDENT

APPROVED BY:

1.0 LEVEL ONE HEADING IN ALL CAPS

When there is only one paragraph under the Level One heading, do not include a second rank number

1.1 Second Rank

1.1.1 Third Rank

1.1.1.1 Fourth Rank

History

Effective:

Revised:

Reviewed: [This is used only for a review with no changes.]

[See next page for example of page 2 header.]