

DIVISION NAME
POLICIES AND PROCEDURES

Chapter #

CHAPTER NAME

Approval/Revision Date: 0/0/2004

TABLE OF CONTENTS

<u>OVERVIEW</u>	2
<u>POLICY STATEMENT</u>	2
<u>TOPIC 1</u>	2
<u>SUBTOPIC 1</u>	2
<i>Further breakdown if necessary</i>	2
<u>SUBTOPIC 2</u>	2
<u>TOPIC 2</u>	2

EXHIBITS (IF NEEDED)

Related Policy: (link)

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OVERVIEW

Identifies the policy.
States reason - (why it was developed).
Includes the responsible department and contact person (for questions).

POLICY STATEMENT

Actual statement/description.
Briefly explains when the policy is applied.
States any major restrictions.
Summarizes responsibilities.

TOPIC 1

Subtopic 1

Further breakdown if necessary

Subtopic 2

TOPIC 2