Administrative Number: Choose an item-Val  
Responsible Office: Department Here  
Responsible Officer: RO Title Here  
  
 Policy on: Policy Title goes here

**Purpose:**

A policy is “Managements intention to implement a control.”

* High Level with Broad Strokes
* Philosophical

Must answer: “Why it is important and who is responsible for carrying out the charge?”

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**President’s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_  
  
**Responsible Officer’s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Definitions**:

Place for definitions

a.

b.

c.

**Subsequent Procedures**:

Related Documents

a.

b.

c.

Policy History

**Date of Adoption**: Click or tap to enter a date.  
**Date of Implementation**: Click or tap to enter a date.  
**Date and Subject of Revisions**:

Date and Reason goes Here