Administrative Number: Choose an item-1-a  
Responsible Office: Department Here  
Responsible Officer: RO Title Here  
  
 Procedure on: Procedure name goes here

**Purpose:**

A succinct of why the procedure exists

**Procedure**:

A procedure provides the process on how to meet managements’ intentions; the Policy

* Provides Tactical Steps
* Further Defines Roles and Responsibilities
* Many may be derived from one policy

Must answer: “How do we meet our objective; the policy?”

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

**Definitions**:

Place fore Definitions

a.

b.

c.

**Authorizing Policy**:

Related Documents

a.

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