



Procedure Number:

Procedure Title:

Relevant Board Policy:

Relevant SACSCOC Principle:

Originating Unit:

Maintenance Unit:

Contact for Interpretation:

I. Purpose/Definition(s): The purpose of this line of the procedure template is to show the purpose of the procedure and define roles/terminology included in the procedure.

II. Procedure statement:

If there is prefatory or background information relevant to the procedure, it could be placed here as an unnumbered paragraph in the outline, with actual steps of the procedure beginning with "A." below.

A. First component of Procedure Statement

1. First subcomponent of Procedure Statement

a. First sub-subcomponent of Procedure Statement

b. Second sub-subcomponent of Procedure Statement

2. Second subcomponent of Procedure Statement

B. Second component of Procedure Statement

C. Etc.

Attachment:

Originator:

Date Approved:

Last Updated:

Approved: _____

Title: