 Policy

**Policy Number**: Click or tap here to enter text.

**Effective Date**: Click or tap here to enter text. **Revised Date**: Click or tap here to enter text.

# Subject: Click or tap here to enter text.

**Responsible Division/Department**: Click or tap here to enter text.

**Check what type of Policy this is:**

[ ] New Policy

[ ] Major Revision of Existing Policy

[ ] Minor/Technical Revision of Existing Policy

[ ] Reaffirmation of Existing Policy

[ ] Repeal of Existing Policy

1. **OBJECTIVE AND PURPOSE OF POLICY**
2. **STATEMENT OF PROCEDURES**