POLICY NAME CENTERED
(Bold, Centered, 14 pt.)

X-XXX (Bold, Left-Aligned, 14 pt.)
UNIT OF UNIVERSITY
(All Caps, Bold, Left-Aligned, 14 pt.)
Optional Subheading
(Bold, Left-Aligned, 14 pt.)
Month Year
(Bold, Left-Aligned, 14 pt.)

POLICY (All Caps, Bold, Underlined, 12 pt.)

1.01 (12 pt.)

(As needed spacing for subdivisions)

All items single-spaced. Double-spaced between individual items.

A.

B.

C.

1.

2.

3.

a.

b.

c.

1)  

2)  

3)  

a)  

b)
PROCEDURE (All Caps, Bold, Underlined, 12 pt.)

Subheadings (Bold, 12 pt.)

1.01 (12 pt.)

Approved by:
Group Name, Year

Revised:
Group Name, Year

No footer on front page.

Subsequent footers are number of the policy and the number of the page. Example: 1-0520.2. Centered in footer.