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Description automatically generated

# Title of Procedures

C1 – (Lead department or category)

C2 – (Sub-category or sub-department, if applicable)

# Purpose

Respond to . *(Infinitive verb + action)*

# Applicability

Employees, students, or volunteers on campus involved in . *(Start with grouping audience if possible)*

# Instruction

This header is not needed if you don’t need separate subsections

1. Complete …
2. Submit…
3. (Use Imperative mood to clearly define steps.)

If multiple headers are needed underline

1. Complete …
2. Submit …

# Related Procedures

* + *List proper procedure titles*
  + *If that procedure has not been develop estimate title or links*

# Related Policies

* + *List out complete policy, number, and hyperlink*
  + ​
  + ​

Tags: Always brainstorm tags as you are writing

Keywords () …