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|  |  |
| **Title** | **[insert policy title]** |
| **Number** | **[insert policy number or check with Policy Office]** |
| **Category** | **[insert policy category or check with Policy Office]** |

PURPOSE

Purpose statement

DEFINITIONS

Definition Title – definition.

Definition Title – definition.

POLICY

Policy Section Title (optional)

3.1 Policy statement.

3.2 Policy statement.

3.3 Policy statement.

RESPONSIBILITY

For inquiries relating to this policy, contact

REGULATIONS/PROCEDURES

Document title

|  |  |
| --- | --- |
| **History/Revision** | |
| Origination Date | [insert date] |
| Amendment Date(s) | [insert date(s)] |
| Next Review Date | [3 years after date of approval] |