Policy Template Style Guide [Title 1]

Contents** [Titles marked with ** should not be altered.]

I. Title
II. Policy
III. Definitions
IV. Relevant Federal and State Statutes
V. Relevant UT System Policies, Procedures and Forms
VI. Who Should Know
VII. UTA Office(s) Responsible for Policy
VIII. Dates Approved or Amended
IX. Contact Information

I. Title**

[Pgh Style 1]

II. Policy**

A. XXXXXXX [Style 2 BLD]

[Pgh Style 2]

1. XXXXXXX [Style 3 BLD]

[Pgh Style 3]

a. XXXXXXX [Style 4 BLD]

[Pgh Style 4]

i. XXXXXXX [Style 5 BLD]

[Pgh Style 5]
1) XXXXXXXX [Style 6 BLD]

   [Pgh Style 6]

   a) XXXXXXXX [Style 7 BLD]

       [Pgh Style 7]

2. XXXXXXXX [Style 3 BLD]

B. XXXXXXXX [Style 2 BLD]

C. XXXXXXXX [Style 2]

III. Definitions** List in alphabetical order.

Review Definition List document before adding any new definitions.

Definition Word:[Strong Bold] Definition of the word goes here. [Pgh Style 1]

• [Bullet] Use only when listing underneath a definition.

Bold Style: [Pgh Style 1]

IV. Relevant Federal and State Statutes**

   [Pgh Style 1]

If the procedure supports a state or federal regulation, cite the applicable law/regulation.

V. Relevant UT System Policies, Procedures and Forms**

   If a procedure supports the policy, cite the procedure.

   UTA Procedure BF-T-PR-06 Travel Reimbursement - Timelines & Receipting

   UT System Rules and Regulations of the Board of Regents Rule 40306 Summer Enrollment Plan

VI. Who Should Know**

   [Pgh Style 1]

VII. UTA Office(s) Responsible for Policy**
Responsible Officer:** [Pgh Style 1] Name the responsible executive by title – not by name. Must be a Vice President or equivalent.

Sponsoring Department:** [Pgh Style 1]

VIII. Dates Approved or Amended**

April 12, 1935**

September 17, 2020**

XXXXXXX, 2022**

IX. Contact Information**

All questions regarding this procedure should be directed to: Department information goes here. If listing a specific person, they must be at a department head level or above. [Pgh Style 1]

Send notifications of errors or changes to: policysite@uta.edu**