

## Procedure Template Style Guide [Title 1]

---

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

- I. [Title](#)
  - II. [Objective](#)
  - III. [Scope](#)
  - IV. [Procedure](#)
  - V. [Definitions](#)
  - VI. [Relevant Federal and State Statutes](#)
  - VII. [Relevant UT System Policies, Procedures and Forms](#)
  - VIII. [Who Should Know](#)
  - IX. [UTA Office\(s\) Responsible for Procedure](#)
  - X. [Dates Approved or Amended](#)
  - XI. [Contact Information](#)
- 

#### I. **Title\*\***

[Pgh Style 1]

#### II. **Objective\*\***

[Pgh Style 1]

Describe the purpose of the procedure (e.g. to support a specific policy, to provide guidelines and instructions for a process, etc.). Generally 3 to 5 sentences.

#### III. **Scope\*\***

Describe who needs to know about this procedure. Whose work, budget, etc. will be impacted?

##### A. **XXXX [Style 2 BLD]**

##### B. **XXXX [Style 2]**

[Pgh Style 2]

1. **XXXX [Style 3 BLD]**
2. XXXX [Style 3]  
[Pgh Style 3]

#### IV. **Procedure\*\***

Document the procedure in steps in the order in which the steps are performed. Indicate who is responsible for completing each step. Reference any forms that may support the procedure.

##### A. **XXXX [Style 2 BLD]**

- ##### B. XXXX [Style 2]
- [Pgh Style 2]

1. **XXXX [Style 3 BLD]**
2. XXXX [Style 3]  
[Pgh Style 3]

##### a. **XXXX [Style 4 BLD]**

- ##### b. XXXX [Style 4]
- [Pgh Style 4]

##### i. **XXXX [Style 5 BLD]**

- ##### ii. XXXX [Style 5]
- [Pgh Style 5]

##### 1) **XXXX [Style 6 BLD]**

- ##### 2) XXXX [Style 6]
- [Pgh Style 6]

##### a) **XXXX [Style 7 BLD]**

- ##### b) XXXX [Style 7]
- [Pgh Style 7]

#### V. **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]

**VI. Relevant Federal and State Statutes\*\***

[Pgh Style 1]

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

**VII. Relevant UT System Policies, Procedures and Forms\*\***

If the procedure supports a policy, cite the policy.

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*

**VIII. Who Should Know\*\***

[Pgh Style 1]

**IX. UTA Office(s) Responsible for Procedure\*\***

**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]

**X. Dates Approved or Amended\*\***

April 12, 1935\*\*

September 17, 2020\*\*

XXXXX, 2022\*\*

**XI. 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](mailto:policysite@uta.edu)\*\*