Procedure Template Style Guide [Title 1]

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

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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**

[Pgh Style 1]

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: policiesite@uta.edu**