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Policy Title

Policy Number

(e.g., IUSM FIN-PO-0005)

**FULL POLICY CONTENTS**

|  |  |
| --- | --- |
| Scope  Reason for Policy  Policy Statement    **ADDITIONAL DETAILS** Procedures  Definitions SanctionsAdditional ContactsFormsRelated InformationHistory | **Effective:** *01/16/2014*  **Last Updated:** *12/12/2022*  **Responsible University Office:**  *Dean’s Office – Administrative Services*  **Responsible University Administrator: *Jamie Dimond***  ***Executive Associate Dean for Administrative Services***  **Policy Contact: *Jamie Dimond***  ***jbdimond@iu.edu*** |

(Procedures, Definitions, Sanctions, Additional Contacts, Forms, and Related Information may be omitted if those categories do not apply to a specific Policy.)

Scope

Who is affected by this Policy or needs to read it.

Reason for Policy

This section should include the reason or rationale for the Policy, may describe the problem or conflict that the Policy will resolve and may include reference to regulatory or legal reasons for the Policy.

Policy Statement

1. State the step-by-step details of the policy here.

Procedures

Step by step how-to procedures for this policy if applicable.

Definitions

Define any specialized terms used in the Policy. Use *italics* when writing out the word that you are defining.

Sanctions

Describe the appropriate sanctions if any, such as disciplinary action of employees or students and/or civil or criminal penalties.

Additional Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| ***Subject*** | *Contact* | *Phone* | *Email* |
| **Policy** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Forms

List any related forms and link if possible.

Related Information

List any other Policies, or information that should be cross-referenced, such as legal or regulatory information. (There is no room for any explanatory text in this section- only a list of titles and/or links.)

History

1. IUSM FIN-PO-0005, 02 January 2014, first draft of Policy.
2. Policy reviewed for content on 09 January 2014.
3. Policy given final approval and published on 16 January 2014.
4. Policy updated on 08 May 2017.