# Procedure Title

**Effective Date:** [Date]

**Function:** [Function Name]

**Contact:** [Department or function e-mail box]

## Basis for Procedure

[Information to provide context for the procedure, i.e., system change a new or updated law]

## Procedure Summary

[Brief general description/statement of what the procedure is, what the document describes and how it applies to RF business functions

## Procedure [either in table format for Steps OR Narrative separated by headers in 12 font bold]

|  |  |  |
| --- | --- | --- |
| **Step** | **Role or Responsibility** | **References or Tips** |
|  |  |  |

## Definitions

*Term 1*- Definition [Provide terms and definitions that help the reader understand be specific items in the procedure or those that may have multiple meanings but one for the purpose of this procedure. These should be capitalized in the above sections. Enter “None” if there aren’t any for the procedure.]

## Related Information

[Other policies or procedures that are referenced in this policy or might contain related information. Enter “None” if there aren’t any for the procedure.]

## Forms

[List any required forms for this procedure. Enter “None” if there aren’t any for the procedure]

## Change History

|  |  |
| --- | --- |
| **Date** | **Summary of Change** |
|  |  |

**Feedback**  
Was this document clear and easy to follow? Please send your feedback to [webfeedback@rfsuny.org](mailto:webfeedback@rfsuny.org).