



UNIVERSITY of
ROCHESTER

FINANCE

BUSINESS PROCEDURE

<PXX.XXX - PROCEDURE/ACTIVITY NAME>

Business Area:	<Business Area>
Division/Unit:	<Division/Unit Name>
Process:	<Process Name>
Activity:	<Activity Name>
Process Owner:	<Process Owner>

Authorized By: <Authorized Name>
Creation Date: <Date>
Revision Date: <Date>
Effective Date: <Date>
Document ID: <BA-Pxx.xxx-DIV>
Version: <0.1>

Document Management

Revision History

Version	Date	Author	Revisions
0.1	10/18/2007		Draft – no previous version

Review History

Review Date	Name	Title

Authorization History

Authorized Date	Name	Title

Distribution History

Distribution Date	Location	Reference
	Finance SharePoint Site	

Glossary of Terms

Term	Definition

Contents

Document Managment2
Revision History.....2
Review History.....2
Authorization History.....2
Distribution History2
Glossary of Terms3
Procedure -- <Process Name>5
 Scope / Purpose5
 Policy5
 Process Owner5
 Roles & Responsibilities5
 Prerequisites / Input.....5
 Instructions6
 Activity.....6
 Tasks6
 Steps.....6
 Output.....6
 Flowchart6
 References6

Procedure -- <Activity Name>

Scope / Purpose

<Describe the scope or purpose of this procedure.>

This procedure covers xxx.

This procedure does not cover:

- xxx
- xxx
- xxx
- xxx

Policy

<Describe all of the policies associated with this procedure.>

Process Owner

<Describe who is responsible for maintaining this document and ensure that it follows the organization's policy and actual business practice.>

Roles & Responsibilities

<Describe roles and responsibilities associated with this procedure.>

Prerequisites / Input

<Describe any prerequisites or required input necessary to perform this procedure.>

Instructions

Activity

<Describe the activity performed.>

Tasks

<For each mentioned activity, describe the tasks performed.>

Steps

<For each task mentioned, describe the steps to complete the task.>

Output

<Describe any output created resulting from this procedure.>

Flowchart

<Illustrate this business procedure as a flowchart.>

References

<List any supporting documentation associated with this business procedure.>