



UNIVERSITY of
ROCHESTER

FINANCE

BUSINESS POLICY

<PP1.XXX – POLICY NAME>

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

Authorized By: <Authorized Name>
Creation Date: <Date>
Revision Date: <Date>
Effective Date: <Date>
Document ID: <BA-PP1.xxx-DIV>
Version: <0.1>

Document Management

Revision History

Version	Date	Author	Revisions
0.1	10/08/2007		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

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Policy -- <Policy Name>

Scope / Purpose

<Describe the scope or purpose of this policy.>

This policy covers xxx.

This policy does not cover:

- xxx
- xxx
- xxx
- xxx

Policy Statement

<Describe the specific policy.>

Policy Owner

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

Roles & Responsibilities

<Describe roles and responsibilities associated with this policy.>