

POLICY NO. 307

Area: General Administration

Adopted: November 7, 2002

Certified by _____
Dr. Adolphus Andrews
Executive Vice President and
Chief Financial Officer

Revisions Approved:

SUBJECT: FORMS MANAGEMENT

In order to promote consistency and uniformity throughout the University community, only those forms that have been approved according to the process prescribed by the University are to be used to conduct inter-departmental business affairs. Use of an unsanctioned form may result in a delay or unsuccessful processing of the submittal.