*COMPLIANCE OFFICE: Created 4/11/16; Revised 10/4/21*

**00.00.00.L0.00 Title (EXAMPLE: 21.01.07.L0.01 Agency Funds)**

**First Approved: Month XX, 20XX**

**Revised: Month XX, 20XX**

**Next Scheduled Review: Month XX, 20XX** <5 years from last revision date>

**Procedure Statement and Reason for Procedure**

* This section is required.
* Consists generally of 2 to 5 sentences.
* State the new/revised requirement this procedure establishes and related scope.
* A procedure is not a “step-by-step, how-to” process.
* State the reason for the procedure (“the purpose of this SAP is to…”). Describe the conditions under which this procedure applies, the conflict(s) which this procedure resolves, and/or the circumstances which this procedure responds to.

**Procedures and Responsibilities**

* This section is required.
* Describe guidelines, procedures, roles, and responsibilities for implementing and complying with this procedure.
* Use the following numbering format for this section of the procedure.

1. (SUBJECT AREA SECTION)

1.1 (Additional details, if necessary)

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**Related Statutes, Policies, Regulations, or Rules**

* This section is required.
* List any related local, state or federal legislation/statutes. Provide a web link to each.
* List any related System policies, regulations, or rules, including any that are superseded by this procedure. Provide a web link to each.

**Definitions**

* This section is optional (remove section if not used).
* Define any terms within the procedure that have specialized meanings.

**Appendix**

* This section is optional (remove section if not used).
* Include any informational material that is helpful, but not directly related to the implementation of this procedure.

**Contact Office**

* This section is required.
* List the sponsoring office and phone number of the contact office that is responsible for procedure clarification, interpretation, and revision.
* EXAMPLE: Office of Compliance, 956-326-2855