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

**00.00.00.L0 Title (EXAMPLE: 25.07.99.L1 Contract Administration)**

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

**Revised: Month XX, 20XX**

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

**Rule Statement and Reason for Rule**

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

**Procedures and Responsibilities**

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

1. (SUBJECT AREA SECTION)

1.1 (Additional details, if necessary)

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1.1.1.1 (Additional details, if necessary)

1. (SUBJECT AREA SECTION)

**Related Statutes, Policies, Regulations, or SAP’s**

* 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* List any related System policies, regulations, or SAPs, including any that are superseded by this rule. Provide a web link to each.

**Definitions**

* This section is optional (remove this section if not used).
* Define any terms within the rule 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 rule.

**Contact Office**

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