## PROCEDURE FOR [CLICK OR TAP HERE TO ENTER SUBJECT]

## Issued: Click or tap here to enter policy issued date in the format of MM/DD/YY.

## Last Updated: Click or tap here to enter policy edited date in the format of MM/DD/YY.

## Procedure Introduction

## Click or tap here to insert procedure overview

## Responsibilities

## Click or tap here to enter the units or individuals who are responsible for aspects of the policy. Summarize the major responsibilities – the “what” but not the “how” of the responsibility.

|  |  |
| --- | --- |
| **POSITION or OFFICE** | **RESPONSIBILITIES** |
| xxx | 1. xxx
2. xxx
 |
| xxx | 1. xxx
2. xxx
 |

## Procedure Details

| Action # | Responsible Stakeholder | Details  |
| 1.0 |  |  |
|  |  |  |

## Definitions

|  |  |
| --- | --- |
| Term | Definition |
|  |  |
|  |  |
|  |  |

## Compliance

## Click or tap here to list all applicable monitoring, exceptions, enforcement, or sanctions for non-compliance. If there are no applicable sanctions, delete this section.

## Relevant Forms and Tools

## Click or tap here to hyperlink all forms and list all tools needed to meet the procedure’s requirements.

## Contacts

## Please direct any questions regarding this procedure to:

|  |  |  |
| --- | --- | --- |
| **OFFICE** | **PHONE** | **EMAIL** |
|  |  |  |

|  |
| --- |
| **PROCEDURE GOVERNANCE**  |
| **Corresponding Policy Number:** | [Click here to enter the corresponding Policy Number] |
| **Procedure Owner:** | [Click here to enter the USC Position Owning Procedure] |
| **Responsible Office:** | [Click here to enter the responsible office] |
| **Procedure URL:** | [Click here to enter links to where the procedure is hosted on USC’s websites] |
| **Supplemental Documents:** | [Insert any supplemental documents created related to this procedure, e.g. Standard Operating Procedures (SOP)] |