

#  Policy Name

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| --- |
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## POLICY STATEMENT

## REASON FOR POLICY

## WHO SHOULD READ THIS POLICY

Any employee who is responsible for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; the members of the Leadership Team, as well as supervisors and Business Managers who supervise such individuals.

## POLICY TEXT

## PROCEDURES

* [Authorization](https://web.usfca.edu/Business_and_Finance/Student_Employee_Procedures/)
* Method of Payment
* [Violations](https://web.usfca.edu/Business_and_Finance/Student_Employee_Procedures/#VIOLATIONS), etc.

## RELATED INFORMATION

|  |  |
| --- | --- |
| **Type** | **Title** |
| USF |  |
| External |  |

## DEFINITIONS

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

## ADDITIONAL CONTACTS

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Contact** | **Phone** | **Email** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## FORMS

|  |  |  |
| --- | --- | --- |
| **Form** | **Use** | **Location** |
|  |  |   |
|  |  |  |

## RESPONSIBILITIES

**Employees, Students, etc.**

**Department/Business Manager**

**Administrative Office (Accounting and Business Services, Human Resources, etc.)**

**President, Vice Presidents, Vice Provosts, and Deans**

## FREQUENTLY ASKED QUESTIONS

## REVISION HISTORY

\_\_/\_\_/20\_\_  - First publication of Policy.

## APPENDICES

Appendix A

Appendix B