

Policies & Procedure Manual

Guide to Writing Policy and Procedure Documents

Preparing a policy or procedure document for UC Santa Cruz' *InfoSling* on-line policy and procedure system is not as mysterious or difficult as you might think. This guide is designed to explain the campus' policy and procedure framework, to help policy and procedure owners organize their written documentation, and to act as a resource as they navigate the approval process. You will find the information in this "how to" guide helpful if you are responsible for formulating or documenting new or existing policies and procedures.

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See Also

University Policy and Procedure Formulation, Approval, and Dissemination (internal working draft dated October 28, 1994).

Source Data System Procedures Manual

**United States. Navy Department.
Office of the Comptroller**



Source Data System Procedures Manual:

Department of the Navy Source Data System Procedures Manual United States. Department of the Navy. Office of the Comptroller,1995 **Department of the Navy Source Data System Procedures Manual** United States. Navy Department. Office of the Comptroller,1988 **Department of the Navy Source Data System Procedures Manual** United States. Navy Dept. Office of the Comptroller,1988 **Department of the Navy Source Data System Procedures Manual** United States. Navy Department. Office of the Comptroller,1995 **Department of the Navy Source Data System Procedures Manual** United States. Navy Dept. Office of the Comptroller,1995 *Department of the Navy Source Data System Procedures Manual* United States. Department of the Navy. Office of the Comptroller,1995 *Source Data System Procedures Manual* ,1986 **Monthly Catalogue, United States Public Documents** ,1990 Department of the Navy, Source Data System Procedures Manual, Volume 2, Change 38, (August 1995). United States. Naval Military Personnel Command, **Bibliography for Advancement Study** ,1995 **Monthly Catalog of United States Government Publications** United States. Superintendent of Documents,1994 *Disbursing Clerk 3 & 2* Antonio O. Cruz,1992 **Newsletter** ,1994 *Personnelman 2* Donald K. Dukes,1990 *Disbursing Clerk 1 & C* Aniceto D. Mercado,1988 Source Data System Procedures Manual, Change 46, Volume 2, September 19, 1996 , **Yeoman 3** Glenn Butterworth,1990 **Federal Information Sources and Systems** ,1984 Includes subject agency and budget indexes **Federal Information Sources & Systems** , The 1984 Guide to the Evaluation of Educational Experiences in the Armed Services ,1984

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