

Business, Finance and Human Resources Business Procedures Manual Change Form

This form is used to make changes to the Business Procedures Manual and forms.

BPM Section _____ Form Name _____

Briefly describe reason for change

BPM:

Type or print current information:

Type or print new information:

Form Updates: Attach a copy of the form with changes indicated in Red Ink.

Announcement to be made? yes no Listserv: _____

Required Approvals:

Director _____ Date _____

Controller _____ Date _____

VP _____ Date _____

Associate VP or Senior VP

FOR OFFICE USE ONLY

Changes made by: _____ Date _____

Director Notified: _____ Date _____

Announcement made by: _____ Date _____