

ASU Operating Policy and Procedure Routing Sheet (OPPRS)

Double "click" on the square to mark your answer:

New Policy <input type="checkbox"/> ❖ Scheduled Review: Changes <input type="checkbox"/> No Changes <input type="checkbox"/> ❖ Off-Schedule Revision <input type="checkbox"/> ❖ Deletion <input type="checkbox"/>			
(New policy: a number will be provided by the VPSPP) ❖ Temporary Suspension <input type="checkbox"/>			
OP #		Policy Title	
Director/Administrator Responsible:		Dept./Unit/Division:	
If a new policy, recommended location in the ASU Operating Policies & Procedures Manual:			
Provide the name(s) and number(s) of all applicable statutes, laws, rules & regulations associated with this policy. Applicable <input type="checkbox"/> Not applicable <input type="checkbox"/> If applicable, name/number:			
Are the forms mentioned in the policy approved and available on RamPort? Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/> If no, when will they become available? (Date)			
Purpose of New Policy:			
Reason for Revision: Substantive Revision <input type="checkbox"/> Non-substantive Revision <input type="checkbox"/> (check one)			
Other department(s) that may be affected by new policy/revision:			
Originator Signature: _____		Date _____	
Review: Board approval required: Yes <input type="checkbox"/> No <input type="checkbox"/> Meeting Date: _____ Board item #: _____			
Recommended Approvals:			
(1) Vice President (originating division) _____ (Forward to VPSPP for review)			Date _____
(2) Vice President for Strategy, Planning & Policy _____			Date _____
(3) Vice Presidents: AA _____ Date _____; FA _____ Date _____; SAEM _____ Date _____; DEV _____ Date _____; SPP _____ Date _____ (initials)			
Comments:			
Approved:			
President _____ (Forward to VPSPP for distribution)			Date _____
Posted on Website by VPSPP: Date _____			
Copy to: President ____; PVPAA ____; VPFA ____; SAEM ____; DEV ____; Catalog ____; Other _____			