



# National University of Health Sciences General Policies

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<i>James Hinterstein</i> President	<i>5-4-09</i> Date			

## POLICY STATEMENT

This policy has been designed to reduce unnecessary duplication and to enhance the acquisition of business forms as defined in the procedures.

### Procedures

Forms comprise the broad category of printed-paper material designed by the University to:

- Facilitate the transition of information among departments or from one enterprise to another;
- Provide space for entering records of information or documentation of services performed;
- Have a usage of not less than 100 copies per year
- Be a record of an event or transaction.

To maintain the level of professionalism and quality control consistent with the University's high educational standards, all business forms must be reviewed by the Communications Department to be assigned a number, entered into the master form record, and to determine that graphic standards are being met. The original copy (or camera-ready-art) of the form will be maintained in the Communications Department.

For assistance in the procedure for requesting a new form, or for revising an existing University form, see the Communications Department.