

**POLICY COVER SHEET**

**Name of Policy:** \_\_\_\_\_

**Check whichever is applicable:**

<b>SAMs</b>	<b>MAPPs</b>
This is a new SAM Revising existing SAM #	This is a new MAPP Revising existing MAPP #

**Subject Matter Expert(s):**

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**Briefly (in not more than 1-2 sentences) describe the overall purpose of the policy:**

**FOR POLICY REVISIONS ONLY: Briefly describe what you are trying to accomplish with the revisions. For example -- "to clarify that the MAPP also addresses student workers" or "to modify to include reporting obligations required by changes in the law."**

**Identify those affected by this policy (such as faculty; staff; students; staff involved with purchasing):**

**If any other departments, divisions or stakeholders have been consulted in the drafting of this policy, please identify below:**

**Contact Person for questions from University community:**

Name:

Title:

Email:

Phone #: