



**1. Executive Sponsor**

This section identifies the Vice President accountable for the content of the policy.

Vice President, [Title] has approved this Instructions document and revisions

## 5. Instruction Requirements

This section forms the core of the instruction. It sets out in greater detail (when required) how Vice

## 8. Exceptions

This section must include the following statement (please make sure the statement does not refer to the Delegation of Financial or Human Resources Authorities):