



Last Updated: December 2006

II.5 Policy/Procedure Update Procedure

When adding or updating a UA Foundation policy or procedure:

1. Write the policy/procedure or update the policy/procedure as a word document in the policies and procedures section of the database administrator procedures folder on <\\chinook\vol2\foundation\database administrator procedures>.

If the policy/procedure is sent to you, put it in this folder

2. Verify the policy/procedure with the Executive Director of Advancement Services and/or the Foundation President/University Chief Development Officer.
3. Convert the policy to a .PDF format.
4. Email the policy to the DPG members.
5. After verification and recognition of the policy/procedure by the DPG, add the policy/procedure to the Track-IT site, the Crystal Reports Server Site (under policies and procedures), and email the policy/procedure to all RE users with the appropriate following subject line
 - a. New Policy
 - b. Policy Change
 - c. New Procedure
 - d. Procedure Change
6. Print the policy/procedure and add it to the policies and procedures notebook.