# ABC COMPANY ACCOUNTING UNIT

#### TITLE: WRITING POLICY AND PROCEDURE

NO. A-100

EFFECTIVE: 01-20-10 REVISED: 06-12-13 REVIEWED: 11-10-14
AUTHORIZED BY: JOHN DOE

POLICY: In order to provide guidance in the Accounting Unit, policy and procedure will be implemented to ensure maximum effectiveness. Each task is to be developed into a policy and procedure to guide staff and offer easily accessible reference material.

DIRECTIVE: All policies and procedures must be reviewed and authorized prior to being made available to staff.

#### PROCEDURE:

# A) DEVELOPING A POLICY AND PROCEDURE

- A basic outline of the procedure is to be drafted prior to writing a new procedure. (Example A)
- 2. A procedure should answer the following:
  - Who.
  - ii. What.
  - iii. When.
  - iv. Where.
  - v. Why.
  - vi. How.
- 3. The procedure should have the following on it:
  - Header Title of the organization and unit.
  - ii. Title The title of the procedure.
  - iii. Procedure number The number of the procedure.
  - iv. Dates:

# **How To Write Policies Samples**

**Tao Wei** 

**How To Write Policies Samples:** 

Whispering the Techniques of Language: An Psychological Quest through How To Write Policies Samples

In a digitally-driven world wherever screens reign supreme and immediate transmission drowns out the subtleties of language, the profound techniques and psychological subtleties hidden within words frequently go unheard. Yet, located within the pages of **How To Write Policies Samples** a interesting fictional prize sporting with raw emotions, lies an exceptional quest waiting to be undertaken. Composed by a talented wordsmith, this wonderful opus invites visitors on an introspective trip, softly unraveling the veiled truths and profound influence resonating within ab muscles cloth of each word. Within the emotional depths of this poignant evaluation, we will embark upon a sincere exploration of the book is core subjects, dissect its captivating publishing design, and fail to the powerful resonance it evokes deep within the recesses of readers hearts.

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