

**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

1. 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:
 - i. Who.
 - ii. What.
 - iii. When.
 - iv. Where.
 - v. Why.
 - vi. How.
3. The procedure should have the following on it:
 - i. 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

Steven M. Bragg



How To Write Policies Samples:

How To Write Policies Samples Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**How To Write Policies Samples**," written by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect our existence. Throughout this critique, we shall delve in to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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