

OPERATIONS MANUAL TEMPLATE

This operations manual provides important organizational information as well as operations procedures for ORGANIZATION.

A. Critical Organization Information

This section documents the most critical organization information.

Bank Information

ORGANIZATION's Lawyer:

ORGANIZATION's Mailing Address:

Nonprofit Incorporation Information

ORGANIZATION is incorporated in the state of

IRS tax ID

Accountant

Payroll Information

ORGANIZATION's Worker Compensation insurance is administered by:

ORGANIZATION holds the following insurance policies:

All policies are filed in ORGANIZATION's paper files.

Vendor Information

Online Services Accounts

USERNAMES and PASSWORDS SEE PAPER FILES

Service Name:

Purpose:

Fee for use:

Other Vendors

For a list of general vendors ORGANIZATION has used please see Docs\

Vendor information can also be found in Quickbooks.

Human Resources Information

Personnel Policy

Personnel manual was approved by board XX/XX/XX and is filed in Docs\

Human Resource Contact Information

- Setting up Medical Insurance
- Setting up Dental Insurance
- Workers Compensation Numbers
- Other Important HR Administration Informa

Recurring Operational Tasks

Weekly

Instructions Manual Template

VM Jensen



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Cosmopolitanism: Ethics in a World of Strangers (Issues of Our Time) ; Publication Date 2007-02-17 ; Section Politics ; Type
New ; Format Paperback