

POL 304

Document/Form Policy

- All official documents must conform to the following formatting requirements.
 1. Use Times New Roman Font (or equivalent).
 2. Header in 10 point font:
 - "*Southeastern Pennsylvania Registry of Interpreters for the Deaf*" in italics in upper left-hand corner
 - Document Title in upper right-hand corner
 3. Footer in 10 point font:
 - Revision Date in italics in lower left-hand corner (*Version MM/YYYY*)
 - Page number in lower right hand corner (X/Y) where X is the page number and Y is the total number of pages in the document
 4. On first page:
 - Document Title centered on the first line in 16 point bold
 5. 1 inch left hand margin
 6. Document History at the end of each document listing of dates labeled as established, revised, and reviewed. The subtitle should be "Document History" in 12 point all caps bold. The first date should be the establishment date; if the established date is unknown, then use a best guess. The version date used in the footer is the most recent date in the history excluding review dates. The date a document is approved shall become the appropriate date.
- Forms should include:
 1. "Southeastern Pennsylvania Registry of Interpreters for the Deaf" somewhere on the form
 2. A version date somewhere on the form
 3. Page numbers

DOCUMENT HISTORY

Established 09/2006