



FORMS DEVELOPMENT/REVISION – RR-I-15

POLICY:

The need for the development and/or revision of a form, for the forms catalog, will be approved by the appropriate Director.

PURPOSE:

To ensure that new or revised forms have been reviewed to determine the need or if there is a form in existence that will meet the needs of the requester.

PROCEDURE:

1. The need for the creation or revision of a form for the Forms Catalogue will be initiated by the Supervisor/Director by completing form RR050 and submitting it to Finance and Administration. In all cases, the Director will approve all requests prior to being submitted.
2. Finance and Administration will review the request and make revisions or if a creation request will ensure that there isn't another form within the catalogue that will meet the needs identified on the request and if not, create the form.
3. A draft copy of the new or revised form will be forwarded to the requester for review, stamped with the word "DRAFT".
4. The requester is to review the draft copy of the form and return for further revision or marks as "FINAL" and initial. The appropriate Director is to sign the "FINAL" draft and forward to Finance and Administration. (i.e. the Director, Human Resources is the only person that can sign the "FINAL" draft of an HR form)
5. Finance and Administration will assign the form number and update the Forms Catalogue.
6. Finance and Administration will update the form/policy cross reference list.
7. If policies are affected by a change of form, see Policy AD-IV-2 Distribution of New/Revised Policies and Procedures

RECOMMENDED BY: Director, Finance and Administration **APPENDICES:** 1

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Client Services

Administration, Client Services

ORIGINAL POLICY DATE: February 1996

AUTHORIZED BY: Executive Director

SIGNATURE:

OPTIONS northwest
FORMS CREATION/REVISION REQUEST

REQUESTED BY: _____

REQUEST DATE: _____

APPROVED BY: _____

DATE REQUIRED BY: _____

CHECK APPROPRIATE BOX: CREATION

REVISION

CREATION	REVISION
PURPOSE OF FORM:	REASON FOR REVISION:
INFORMATION FIELDS REQUIRED:	REVISIONS REQUIRED:
DEPARTMENTS AFFECTED:	POLICIES & PROCEDURES AFFECTED: