



**Purpose:** What process do these instructions describe?

**Scope:** What does this process apply to?

**References:** What external sources are referenced?

**Procedure:**

1. Enter step by step instructions for this process

**Changelog**

Changes Made	Date
Added required Board approval.	C. Fossler 8/25/25
Author: Person in charge of this process	Date: Click or tap to enter a date.
Chairperson(s) Approval:	
Signature:	Date: Click or tap to enter a date.
Board Approval:	
Signature:	Date: Click or tap to enter a date.
Signature:	Date: Click or tap to enter a date.