1600  FORMS MANAGEMENT

1601  SCOPE

This division of the Manual applies to all forms used within or among areas of the Executive Vice President or those used University-wide, when such forms are primarily related to functions or the responsibilities of the Office of the Executive Vice President. Additionally, when possible and practicable, this division of the Manual applies all other University forms and to State of South Carolina forms designed and/or required to be used by any of the State's Departments or Subdivisions (Public Safety, S. C State Budget and Control Board, State Engineer's Office and the like).

1602  OBJECTIVES

The general objectives of Forms Management are:

A. To ensure that each form has a justifiable purpose, need and use;

B. To require maximum standardization, uniformity, simplicity, clarity and "user friendliness" in the design of forms;

C. To require periodic review of forms for compliance with the objectives, policies and procedures of this Manual; and

D. To provide for approval of new forms and the revision of existing forms.

1603  POLICIES

1603.01  APPROVALS

The Executive Vice President or his or her designee must approve all forms described in Section 1601. Prior to printing, the Executive Vice President or his or her designee must approve any revision or redesign of existing forms.

1603.02  HEADINGS

All forms must have a standardized heading as follows:

Coastal Carolina University,
Office of the appropriate vice president (or a department or division within that vice presidential area),

The style, size and font type for the heading should conform to the style, size and font type of the text of the form. Generally, the heading should be no larger than two font sizes larger than the other text of the form. If a University Seal is desired, it should be small and not diminish the space on the form needed for form contents.

1603.03  TITLE

Each form should have a title printed in Bold type the same size and style or slightly larger than that of the heading. The title should be as short, clear and simple as practicable.

1603.04  FORM NUMBER

Each form must have a form number located at the bottom, left margin of the form. The size and style of the print of the form number should be clearly readable, but smaller than that of the text of the
Form numbers will be allocated as follows:

- **General Forms**: CCUEA Form 100 - 199;
- **Financial Services Forms**: CCUEA Form 200 - 299;
- **Facilities Management Forms**: CCUEA Form 300 - 399;
- **Human Resources Forms**: CCUEA Form 400 - 499;
- **Auxiliary Services Forms**: CCUEA Form 500 - 599;
- **Institutional Effectiveness Forms**: CCUEA Form 600 - 699; and
- **Public Safety Forms**: CCUEA Form 900 - 999

Form numbers for use in other vice presidential areas may be coordinated and assigned by the Office of the Executive Vice President.

**INSTRUCTIONS AND/OR EXPLANATIONS**

Instructions and/or explanations relating to the completion or use of the form must be placed, when possible, on the back side of the form.

**DISTRIBUTION AND/OR ROUTING INSTRUCTIONS**

Distribution and/or routing instructions must be placed near the bottom on the front side of the form. Such information must be stated concisely but clearly.

**PROCEDURES**

**APPROVAL OF NEW FORMS**

Approval of the design and use of a new form (not previously existing in any form) should be requested as follows:

1. A Department/Unit must prepare a suggested design of a form to conform to the requirements of this Manual. A "print ready" reproduction of the form is not required if the requesting Department/Unit does not readily have the capability to make such;

2. Along with the design, the Department/Unit must send a letter which includes the following:
   - Purpose and use of the form,
   - Areas of use,
   - Estimated number of copies to be used (daily, weekly, monthly, or annually), and
   - Brief justification for approval of the form; and

3. The Department/Unit Head must forward to the Executive Vice President the letter and the suggested design of the form. His or her Office may forward the form to the Public Relations Department, the Word Processing Center or any other source of assistance to obtain suggestions or other design assistance.
If the request is approved, the form (as modified) will be returned to the requesting Department/Unit with approval of method of reproduction (Outside print shop vendor using a Purchase Request, Word Processing Center, office reproduction or other). When the form has been reproduced in final approval form, the Department/Unit must provide a copy to the Office for the Executive Vice President so that it can be placed in Forms Management files.

1604.02 APPROVAL TO REUSE EXISTING FORMS

Approval of a Revision to an existing form will follow the same procedure as for a new form (Section 1604.01) except that the letter accompanying the requested revised form will address the need for and justification of the revision, not of the form.

1604.03 BIANNUAL REVIEW OF FORMS

Every two years, the responsible using Department/Unit (Section 1603.0401) must review each of its forms to determine its compliance with provisions of this Manual, justify continued use of the form and forward to the Office of the Executive Vice President a list of forms and the findings of the Department's/Unit's review and justification. The Executive Vice President or his or her designee for Forms Management will establish the biannual review date and notify the Department/Unit of that date. The Executive Vice President or his or her designee will decide whether the Department must furnish the listing only or details of the review and justification.