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SECTION E: ACCOUNTING PRACTICES AND PROCEDURES AUDIT POINT 1 ... SECTION E: ACCOUNTING PRACTICES AND PROCEDURES AUDIT POINT 1: POLICIES AND PROCEDURAL MANUAL FINDINGS: Currently the only written Financial/Accounting Policy in place is the Fiscal ... Why Free Sample Policies and Procedures Template? So what does a typical sample procedure template look like? What does a specific Policy manual cover? A policy and procedures manual template can be exemplify as brochures where companies and businesses can set their policy matters related to the principle of job, rules, and guidelines for the betterment of company is called a policy manual. The following RIT departments are responsible for various aspects of the travel process: Controller's Office - The Controller's Office is responsible for the development and oversight of all travel policies and procedures. The following units are part of the Controller's Office.