# [Policy Title] MOBIUS Policy on …

**Created by:** [creating body]

**Adopted:** [name of approving body; date]

**Revised:** [date]

**Replaces:** [previous documentation for which this document is a replacement, fully or partially]

## Purpose of the policy:

[State why the policy is necessary.]

## Background:

[Provide brief historical background information if it exists; otherwise omit this category.]

## Content of the policy.

[State the terms of the policy in clear, concise language, and in a logical order. Use bold headers for topics and sub-topics; use numbers for lists as appropriate. Do not use a complex outline format.]