

# Big Bend Community Based Care Policy & Procedure

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**Series:** 1300: Financial Management

**Policy Name:** Emergency Cash

**Policy Number:** 1332

**Origination Date:** 1/29/2009

**Revised:** Board Meeting of 12/13/2018

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## Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to ensure access funds required to maintain operations in the event of emergency or natural disaster.

## Procedure

- A. The BBCBC CEO, COO and CFO will have access to cash if the disaster is imminent and foreseeable.
- B. An amount required to maintain necessary operations for expected duration of the emergency will be withdrawn.
- C. The cash will be acquired by means of writing a check to the BBCBC bank.
- D. A company credit card can also be accessed if the community infrastructure would still be available to process the charge.
- E. Withdrawal slips or charge card receipts will be presented to the Accounting Department for the purpose of accounting.
- F. Receipts for all expenditures will be maintained and submitted to the Accounting Department.