

Big Bend Community Based Care Policy & Procedure

Series: 1300: Financial Management

Policy Name: Emergency Vouchers

Policy Number: 1340

Origination Date: 01/29/08

Revised: Board Meeting of 12/13/2018

Policy

It is a policy of Big Bend Community Based Care, Inc. (BBCBC), to provide vouchers for use in purchasing items for clients when deemed necessary.

Procedure

A. Emergency Vouchers.

1. Vouchers, in the amount of Fifty Dollars (\$50.00), will be issued to the Protective Investigator Operations Program Administrator (OPA) of the Department of Children & Families by BBCBC accounting department to be used for emergency purchases.
2. The OPA or designee will be responsible for the vouchers. All transactions for distribution of the vouchers should go through this person. No other staff members should have access to the vouchers if not on call. The vouchers must be kept in a secure place while in the possession of the on call worker (who will be held responsible for any mishaps while vouchers are in their possession).
3. Each voucher issued will be substantiated by a bona fide receipt and accompanied by a completed BBCBC POS form, including assigned number.
4. Only emergency purchases are to be made with the vouchers and vouchers may not be used to purchase an item that can be acquired by using the purchase of services (POS) system during normal business hours.
5. Each voucher that is used must be submitted to BBCBC within thirty (30) days of usage. The Protective Investigator will submit to BBCBC the completed POS forms with receipts attached requesting additional vouchers.