

Catholic Charities Disabilities Services	
Agency Standard and Procedure	
Standard Category	Fiscal
Standard Title	Cash Coverage
Regulations	N/A
Original Issue Date	05/02/2011
Latest Revision Date	03/09/2023
Number of Pages	1
Attachments	N/A
Approved by: Tom Buchanan, Director of Finance	

Procedure:

The following steps are followed in order to apply for Cash with Executive Office:

1. Once a determination is made that cash coverage from Executive Office is required, the Executive Director or designee will make a written submission with the requested amount to the CEO, CFO, Comptroller, Senior Accountant, and Payroll/Benefits Manager 24 hours in advance of the scheduled wire transfer.
2. Subsequent to approval, the Executive Director or designee will submit a written proposal or repayment to the CEO, CFO, Comptroller, Senior Accountant and Payroll/Benefits Manager.
3. The Executive Director or designee will confirm the transfer was made per documentation on the agency's bank statement.