

NWF Health Network Policy & Procedure

Series: 1300: Financial Management

Policy Name: Emergency Cash

Policy Number: 1332

Origination Date: 1/29/2009

Revised: Board Meeting of 4/27/2023

Policy

It is the policy of NWF Health Network, Inc. (NWFHN), to ensure access funds required to maintain operations in the event of emergency or natural disaster.

Procedure

- A. The NWFHN 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- B. An amount required to maintain necessary operations for expected duration of the emergency will be withdrawn.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 NWFHN bank.
- D. A company P-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.