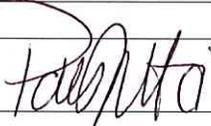


Catholic Charities Disabilities Services	
Agency Standard and Procedure	
Standard Category	Finance
Standard Title	Cash Coverage
Regulations	
Original Issue Date	5/2/2011
Latest Revision Date	3/9/2023 6/3/2025
Number of Pages	1
Attachments	
Approved by: Paula Jubic, Executive Director	

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, and Staff Accountant 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, and Staff Accountant.
3. The Executive Director or designee will confirm the transfer was made per documentation on the agency's bank statement.