

ADAMHS BOARD FOR MONTGOMERY COUNTY		BP # 201	
TITLE FISCAL	SUBJECT EMERGENCY REQUEST FOR FUNDS		
	EFFECTIVE DATE 5/9/84		SUPERSEDES DATE

It shall be the policy of the Mental Health Board for Montgomery County to allow the Executive Director and one member of the Executive Committee, to approve vouchers for payments to agencies of Mental Health Board funds on existing agreements on an emergency basis.

An emergency shall be defined as jeopardy of non-issuance of payments that would affect the credit of the agency or not enable the agency to meet its employee payroll. The Executive Director shall take into account prior to signing an emergency voucher, all funds, accounts and certificates the agency may have available to use, as well as the Mental Health Board's financial position.

## **PROCEDURE**

All agencies requesting emergency funds must make their requests a minimum of 72 hours prior to the time of needing the funds.