

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Fundraising Committee	DATE SUBMITTED: 07/03	SECTION: Fiscal Management	
BOARD APPROVED ON: 08/03	DATE REVISED: 10/21/15, 12/16/20	SUBJECT: Funding Request	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 01/24/18, 11/21/18, 12/16/20, 12/16/2022		POLICY #: EC-002	PAGE #: 1 of 1

I. APPLICATION

The provisions stated herein shall apply to programs and consumers of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of the organization that the funding requested by programs shall only be for items for the home, or recreational activities, such as summer/winter camp, which cannot be absorbed by the regular home budget for the program.

III. NOTIFICATION/PROCEDURE

WHO	DOES WHAT
Program Supervisor	1. Will submit request to Executive Director. Each program may make one request per fiscal year. Provides other sources approached/sought before requesting funding from the agency.
Executive Director	2. Will review and act on request within 15 business days of receipt.
	3. Forwards decision to the program appropriate division director, supervisor, finance director, and billing clerk.
Program Supervisor	4. Acts on approved request and follows procedure for purchase order.