

<b>Hawkeye Area Community Action Program, Inc. Policy &amp; Procedure</b>	Policy # 132
	Page 1 of 1
<b>Management of Money</b>	Effective: April 28, 1983
APPROVED BY: HACAP Board of Directors	Revised: August 14, 2018

**Policy Statement**

Any employee of HACAP must have written approval from the Chief Executive Officer prior to agreeing to act as the custodian, treasurer, or controller of any group in which his/her role as a HACAP employee is involved.

Further, a HACAP employee must also have written approval to be able to access or control money of another organization in which he/she participates as a requirement.