

Emergency Fund Budget Approval Document

1. Document Details

Document Number	EFBA-2024-003
Date	2024-06-15
Department	Operations
Prepared By	Sarah Lee

2. Purpose of the Emergency Fund Request

This document seeks management approval for allocation from the Emergency Fund to address unexpected damages caused by severe flooding, which has impacted operational continuity and employee safety. The fund will support immediate repairs, safety equipment, and temporary relocation costs.

3. Budget Requirement Details

Description	Amount (USD)	Justification
Facility Repairs	5,500	Essential repairs for damaged walls & flooring
Safety Equipment	2,300	Protective gear for staff during recovery
Temporary Workspace Rental	3,000	Continuity of operations during repairs
Total Requested	10,800	

4. Approval & Authorization

Authorized By	Designation	Signature	Date
Michael Tran	Chief Operations Officer		

Prepared By

(Name & Signature)

Approved By

(Name & Signature)

Important Notes

- The emergency fund is for unforeseen and critical needs only, not for planned expenses.
- Requests must include proper justification and itemized breakdown.
- All expenditures are subject to post-approval audit and verification.
- Documentation must be submitted promptly after the emergency situation arises.
- Management approval is mandatory before disbursement of funds.

