
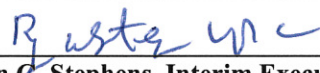




**COBB COUNTY COMMUNITY SERVICES BOARD  
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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<b>Policy # 2055</b>	<b>Line of Credit - Withdrawals</b>
<b>Origination Date: April 22, 2016</b>	
<b>Revision Date:</b>	
<b>Reviewed Date:</b>	
<b>Approved:</b>	
 Paul Ascari, Chief Financial Officer	 Bryan G. Stephens, Interim Executive Director

**POLICY:**

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board (CSB) that in establishing a line of credit for the use of CSB the following procedures will be used for any withdrawals.

**PROCEDURE:**

1. An e-mail from either the Cobb and Douglas Community Services Board's (CDCSB) CFO or CEO requesting a withdrawal for a specified amount will be sent to the VP, Business Services Officer and a copy to Commercial Sales Assistant II at BB&T.
2. A Line of Credit withdrawal request will require the approval of both the CDCSB CFO and CEO as well as one of the following Cobb Board members: 1) Chairperson; or 2) Vice Chairperson. These approvals must be included with the initial withdrawal request e-mail.
3. Once the appropriate e-mail documentation is received by VP, Business Services Officer the withdrawal will be processed the same day if received prior to the specified BB&T cutoff time; if not, it will be processed the next business day.