

 <p>policies and procedures ELECTRIC BOAT MANAGEMENT ASSOCIATION</p>	APPROVED	NUMBER 1-5
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<p>SUBJECT REQUEST FOR COMPANY FINANCIAL SUPPORT</p>		

PURPOSE

To establish a procedure for requesting financial support from the Company.

AREAS AFFECTED

All

GENERAL

1. A request for financial support from the Company will be developed and submitted on an annual basis.
2. The requested financial support will be used to supplement the annual operating expenses of the EBMA.

PROCEDURE

1. President and Chairperson of the Board of Directors – Prepare the annual operating budget in accordance with Policy and Procedure 3-4. Upon approval of the proposed budget by the Board of Directors, submit the request for financial support to the responsible company official. Maintain continuous contact with the responsible company official until approval is received.
2. President - Will report to the Board of Directors each fiscal year on the amount of Company financial support requested and the amount received.