



**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
FINANCE DEPARTMENT POLICY & PROCEDURE**

SUBJECT: **CHAIN OF COMMAND**

Policy No: **101.5**
Revision No.: **2**
Revision Date: **February 2000**
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I. **PURPOSE:**

To establish the Finance Administrative chain of command in the absence of the Chief Financial Officer.

II. **POLICY:**

1. During the absence of the Chief Financial Officer, the Controller is designated as the individual to act on behalf of the Chief Financial Officer.
2. In the event the Controller is absent, the chain of command is as follows:
 - Revenue Director
 - Head, Budget Management Reporting

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

EFFECTIVE DATE: January 1, 1994

Reviewed: April 2003
Reviewed: July 2004
Reviewed: November 2005

APPROVED BY: