	The Johns Hopkins Health System Policy & Procedure	<i>Policy Number</i>	FIN003	
		<i>Effective Date</i>	01-01-08	
	<i>Subject</i>	SIGNATURE AUTHORITY: GENERAL POLICY	<i>Page</i>	1 of 2
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Revisions noted by vertical bar in right margin

POLICY

This policy applies to The Johns Hopkins Health System Corp. (JHHS) and the following affiliated entities: The Johns Hopkins Hospital (JHH), Johns Hopkins Bayview Medical Center (JHBMC), Howard County General Hospital (HCGH), Johns Hopkins Community Physicians (JHCP), Johns Hopkins International (JHI), Ophthalmology Associates (OA), Johns Hopkins Employer Health Programs (EHP), Johns Hopkins Medical Management Corporation (JHMMC), Priority Partners (PP), Johns Hopkins Pharmaquip, Inc. (JHPQ), Johns Hopkins Home Health Services, Inc. (JHHHS), Johns Hopkins Pediatrics Home, Inc. (JHPAHI), Johns Hopkins HealthCare (JHHC), Johns Hopkins Home Care Group (JHHCG), Suburban Health Center (SHC), Broadway Acquisition and Development, Integrated Renal Solutions, and HCGH OB/GYN Associates Series, LLC (HCGH OBGYN).

Purpose

The purpose of this policy is to establish the delegation of signature authority from the Boards of Trustees of JHHS and its affiliates to the respective Offices of the President and/or Chief Executive Officer (CEO) of JHHS and each affiliate. To ensure proper controls over: (i) the procurement and sale of goods and services; (ii) the creation of binding contractual relationships; and (iii) the expenditure of JHHS or affiliate funds; and for the promotion of the operational efficiency of JHHS and its affiliates, the Offices of the President and/or Chief Executive Officer (CEO) of JHHS and each affiliate are authorized to delegate signature authority within clearly defined levels of management. Only the individuals holding the positions specified in any specific policy referenced here, or their permitted designees, may authorize the procurement of goods or services, the expenditure of JHHS or affiliate funds, or originate the creation of binding instruments, as the case may be.


All of the policies referenced below reflect activity based on the annual operating and capital budget as approved by the appropriate Board of Trustees, including disbursements from contingency funds. The CEO and Executive Vice President/Chief Operating Officer for JHHS and each affiliate are designated as authorized signatories for any other expense and contracting matters not covered under this policy or the policies referenced below, including but not limited to: real property deeds, bills, notes, checks, drafts, commercial paper, assignments and transfers of stock, transfers and execution of negotiable instruments, proposed capital and operational expenditures beyond approved operating plan contingency funds, grant contracts, and expenditures related to certain large scale construction projects typically funded from sources outside of normal operations, e.g., tax-exempt bonds. Each affiliate's Office of the President/CEO and the COO may delegate in their sole discretion such signatory rights and/or submit them for potential consideration and approval by an appropriate committee of the Board of Trustees, as the case may require. In conjunction with their fiduciary duties, and only for the purposes of furthering the establishment of proper controls, the JHHS Office of the President/CEO and the COO are also empowered to amend existing, or create new policies. The signature authorities in the policies referenced below are established as minimum levels of signature authority, and each affiliate's Office of the President/CEO and/or COO may establish higher levels as required to establish proper controls.

REFERENCE

JHHS Finance Policies and Procedures Manual

Policy No. FIN001 - Allocation of Capital/Contingency Funds

Policy No. FIN004 - Signature Authority: Shopping Carts and Check Requests for Non-Capital

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- Goods & Services
- Policy No. FIN005 - Signature Authority: Minor Capital Shopping Carts
 - Policy No. FIN006 - Signature Authority: Major Capital Shopping Carts
 - Policy No. FIN007 - Management Delegation of Signature Authority
 - Policy No. FIN008 - Signature Authority: Purchase Orders and Agreements Supported By Purchase Orders
 - Policy No. FIN009 - Signature Authority and Procedures for Obtaining Outside Consulting Services
 - Policy No. FIN010 - Signature Authority: Insurance Policies
 - Policy No. FIN011 - Signature Authority: Agreements Not Supported By Purchase Orders
 - Policy No. FIN015 - Signature Authority: Malpractice and General Liability Legal and Claim Settlements
 - Policy No. FIN017 - Signature Authority: Patient Accounts

RESPONSIBILITIES

- | | |
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| Boards of Trustees | Approve the delegation of signature authority to the CEO and COO. |
| CEO and COO | Delegate authority to the vice presidents and management staff as authorized by referenced policies. |
| Internal Audit | Review regularly business activity and documentation to ensure that signature authority policies are enforced. |

SPONSOR

President/Chief Executive Officer, JHHS

REVIEW CYCLE

Three (3) Years

APPROVAL

President, JHHS

Date