	<b>The Johns Hopkins Health System Policy &amp; Procedure</b>	Policy Number	FIN005
		Effective Date	01-01-08
	<i>Subject</i> SIGNATURE AUTHORITY: MINOR CAPITAL SHOPPING CARTS	Page	1 of 2
		Supersedes	10-01-06

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 Medical Services Corporation (JHMSC), Johns Hopkins Medicine International (JHMI), 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, and HCGH OB/GYN Associates Series, LLC (HCGH OBGYN).

Purpose

Minor capital is defined as items that cost at least \$5,000 but less than \$50,000 and have a useful life of at least two (2) years. In order to purchase minor capital items the Department must have minor capital funds available. The policy and procedures for the allocation of Minor Capital and requests for Contingency Capital (for purchases of unbudgeted minor capital items) are found in JHHS Finance Policy No. FIN001 - Allocation of Capital Funds.


Acquisition of these items is initiated by the completion of the completion of PROJ or CAPP shopping cart. **If the funding is a WBS element the order must be on a PROJ shopping cart, regardless of affiliate. Otherwise it should be on CAPP shopping cart.**

The Shopping Cart requires the authorization of the individuals in the below table. Until the automatic work flow is set, the JHHS Capital Administrator and the JHHS CFO must be put in as Ad Hoc approvers by the initiator.

JHH	JHBMC	JHCP	JHHS	HCGH
Dept. Administrator	Dept. Director/ Administrator	Site Manager	Dept. Administrator	Dept. Director
JHHS Capital, Administrator <sup>1</sup>	Technical/Safety Authority	VP – Finance/ President	JHHS Capital, Administrator <sup>1</sup>	Administrator
Supply Chain Shared Services Center	Senior Director of Information Services <sup>3</sup>	Dir. NTS <sup>3</sup>	Supply Chain Shared Services Center	President/CEO
Technical/Safety Authority <sup>2</sup>	VP Administration (Capital Administrator)		Technical/Safety Authority <sup>2</sup>	Members of the Capital Committee
Dir. NTS <sup>3</sup>			Dir. NTS <sup>3</sup>	
VP Facilities			VP Facilities	
JHHS CFO			JHHS CFO	

<sup>1</sup> Required for all minor capital purchases

<sup>2</sup> Manager of Clinical Engineering Services (CES) required for patient care equipment only. For Radiology

 <p><b>JOHNS HOPKINS</b> MEDICINE JOHNS HOPKINS HEALTH SYSTEM</p>	<b>The Johns Hopkins Health System Policy &amp; Procedure</b>	<i>Policy Number</i>	FIN005	
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	<i>Subject</i>	SIGNATURE AUTHORITY: MINOR CAPITAL SHOPPING CARTS	<i>Page</i>	2 of 2
			<i>Supersedes</i>	10-01-06

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Each department will develop and maintain a list of individuals who are authorized to sign minor capital requisitions as the department representative and submit this list to Supply Chain Shared Services Center once a year on July 1.

**REFERENCE**

**JHHS Finance Policies and Procedures Manual**

- Policy No. FIN001 - Allocation of Capital Funds
- Policy No. FIN002 - Designated Accounts
- Policy No. FIN003 - Signature Authority: General Policy
- Policy No. FIN007 - Management Delegation of Signature Authority

HCGH – Capital Equipment Purchase Transmittal (CEPT)

**RESPONSIBILITIES**

Supply Chain Shared Services Center	Process requests for major capital purchases on PROJ or CAPP shopping cart (depending on affiliate) when the appropriate signatures appear on the form.
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**SPONSOR**

Vice President of Finance/Chief Financial Officer and Treasurer, JHHS

**REVIEW CYCLE**

Three (3) years

**APPROVAL**

\_\_\_\_\_  
President, JHHS

\_\_\_\_\_  
Date

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equipment, Assistant Administrator - Radiology Physics and Engineering must provide technical approval.

<sup>3</sup> Required for all Network Telecommunications Services or JHMCIS

<sup>4</sup> Shopping carts for all affiliates are to be forwarded to the JHHS Capital Administrator, for life-cycle-management and alternative financing review, and sign-off.