	The Johns Hopkins Health System Policy & Procedure	<i>Policy Number</i>	FIN006	
		<i>Effective Date</i>	1-01-08	
	<i>Subject</i>	SIGNATURE AUTHORITY: MAJOR CAPITAL SHOPPING CARTS	<i>Page</i>	1 of 3
			<i>Supersedes</i>	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

Major capital is defined as items that cost at least \$50,000 and have a useful life of at least two (2) years. Some major capital projects require the purchase of capital items costing less than \$50,000. Although these items are below the dollar threshold for major capital, they are included in the capitalizable costs of the major capital project. Therefore, these costs are major capital and subject to this policy.


In order to acquire major capital items, the Department must have the major capital funds available. The policy and procedures for the approval of Major Capital and requests for Contingency Capital (for purchases of unbudgeted major capital items) are found in JHHS Finance Policy No. FIN001 - Allocation of Capital Funds.

Major capital purchases are initiated by 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	Department Director/. Administrator	Site Manager	Dept. Administrator	Dept. Director

¹ Manager of Clinical Engineering Services (CES) required for patient care equipment only. For Radiology equipment, Assistant Administrator - Radiology Physics and Engineering must provide technical approval.

	The Johns Hopkins Health System Policy & Procedure	<i>Policy Number</i>	FIN006	
		<i>Effective Date</i>	1-01-08	
	<i>Subject</i>	SIGNATURE AUTHORITY: MAJOR CAPITAL SHOPPING CARTS	<i>Page</i>	2 of 3
			<i>Supersedes</i>	10-01-06

Revisions noted by vertical bar in right margin

JHHS Capital Administrator	Technical/Safety Authority ¹	VP - Finance President	JHHS Capital Administrator	Administrator President/CEO
Supply Chain Shared Services Center	Senior Director of Information Services ²		Supply Chain Shared Services Center	Members of the Capital Committee
Technical/ Safety Authority ¹	Redevelopment Manager (as directed by Senior Director of Redevelopment and Facilities) ³		Technical/ Safety Authority ¹	
Dir. NTS ²			Dir. NTS ²	
VP Facilities	VP Administration (Capital Administrator)		VP Facilities	
JHH CFO			JHHS CFO	

REFERENCE

JHHS Finance Policies and Procedures Manual

Policy No. FIN001 - Allocation of Capital/Contingency Funds

Policy No. FIN002 - Designated Accounts

Policy No. FIN003 - Signature Authority: General Policy

Policy No. FIN007- Management Delegation of Signature Authority

RESPONSIBILITIES

Supply Chain Shared Services Center
/[HCGH Purchasing]

Process requests for major capital purchases on PROJ or CAPP shopping cart (depending on affiliate) when the appropriate signatures appear on the form.

SPONSOR

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

REVIEW CYCLE


Three (3) Years

APPROVAL

² Required for all Network Telecommunications Services or JHMCIS

³ Required for all redevelopment and construction projects

⁴ 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.

 JOHNS HOPKINS MEDICINE <hr/> JOHNS HOPKINS HEALTH SYSTEM	The Johns Hopkins Health System Policy & Procedure	<i>Policy Number</i>	FIN006
		<i>Effective Date</i>	1-01-08
	<i>Subject</i>	<i>Page</i>	3 of 3
	SIGNATURE AUTHORITY: MAJOR CAPITAL SHOPPING CARTS	<i>Supersedes</i>	10-01-06

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 President, JHHS

 Date