 <p>JOHNS HOPKINS MEDICINE</p> <p>JOHNS HOPKINS HEALTH SYSTEM</p>	<p>The Johns Hopkins Health System Policy & Procedure</p>	<p><i>Policy Number</i></p>	<p>FIN007</p>
	<p><i>Subject</i></p> <p>MANAGEMENT DELEGATION OF SIGNATURE AUTHORITY</p>	<p><i>Effective Date</i></p>	<p>01-01-08</p>
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		<p><i>Supersedes</i></p>	<p>10-01-06</p>

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. (JHPAH), 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

The purpose of this policy is to establish guidelines and procedures for the approval and documentation of the delegation of signature authority. This policy applies to all signature authority policies for JHHS and its affiliates, except for those policies which specifically prohibit the delegation of signature authority. Temporary or permanent delegations of signature authority may only be made to management or supervisory personnel, as defined by each affiliate.

Temporary Delegation


Temporary delegation of signature authority refers to interim signature authority delegations established in cases of temporary employee absence (e.g., vacation, illness, family leave, etc.). Such delegations are intended to permit normal operations to continue in the employee's absence. Temporary signature authority delegations are limited to time periods of up to four (4) weeks. Renewals of temporary delegation of signature authority are permitted, but must adhere to the requirements of this policy.

Documentation required for such temporary delegation of signature authority includes a written statement signed by the individual who is delegating signature authority, specifying the nature of the delegation and the period of time (if known) for which the delegation will remain effective. Copies of this statement will be provided to the personnel to whom signature authority is delegated, Accounts Payable Shared Services Center and Supply Chain Shared Services Center.

Permanent Delegation

Permanent delegation of signature authority refers to delegations made by management to increase the efficiency of the approval process without sacrificing appropriate control and review. Permanent delegations of signature authority must be approved by the appropriate Vice President for Corporate Level and Functional Unit Administrators for unit level signatures

Documentation required for the permanent delegation of signature authority includes a written statement signed by the area Vice President, specifying the nature of the delegation and any limitations above that stated in any referenced signature authority policy. This statement must be updated annually or as personnel changes occur. Copies of this statement will be provided to the personnel to whom signature authority is delegated, Accounts Payable Shared Services Center and Supply Chain Shared Services Center [HCGH Purchasing].

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REFERENCE

JHHS Finance Policies and Procedures Manual

- Policy No. FIN003 - Signature Authority: General Policy
- Policy No. FIN004 - Signature Authority: Shopping Carts and Check Requests for Non-Capital Goods and Services
- Policy No. FIN005 - Signature Authority: Minor Capital Shopping Carts
- Policy No. FIN006 - Signature Authority: Major Capital Shopping Carts
- Policy No. FIN008 - Signature Authority: Purchase Orders and Agreements Supported By Purchase Orders
- Policy No. FIN009 - Signature Authority and Procedures for Obtaining 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
- Policy No. FIN046 - Signature Authority: Real Property

RESPONSIBILITIES

- Supply Chain Shared Services Center and Materials Management Process purchasing documents only when the appropriate signatures appear on same.
- Accounts Payable Shared Services Center Process check requests and invoices only when the appropriate signatures appear on same.

SPONSOR

Vice President of Finance/Treasurer & CFO, JHHS & JHH

CYCLE REVIEW

Three (3) years

APPROVAL

President, JHHS

Date