

APPROVAL AUTHORITIES

OPS.010

Approved By:	Chief Operations Officer	Adopted Date:	03/01/04
Distribution:	Finance, Site Administrators, Facilities, IT Dept, Executive Team, HR Dept, Clinical Site Directors	Revision Date(s):	06/05, 9/24/12

PURPOSE:

To establish the specific expenditure approval policy clearly defining approval levels. To remove uncertainty about who has the approval authority for specific goods and services.

POLICY:

All purchases require prior approval. The purchasing department will place the order with the proper approval outlined below.

Purchases will be made by the process detailed in the Purchasing/Receiving Policy (*ODCHC Policy OPS.071*). All vendors will require purchase orders before accepting orders. Anyone who makes purchases out-of-pocket without following proper purchasing policies will do so at their own risk. Out of pocket purchases are not automatically reimbursable.

The Chief Operations Officer is responsible for overseeing approval authorities and supply formularies. Changes in approval authorities and supplies formularies will be communicated to the purchasing department by the COO in written form.

All Large Purchases:

- Corporate Officers (CEO, CFO, COO) – ANY AMOUNT
- The Chief Financial Officer will be notified of non-routine purchases of \$2,500 or higher, for cash flow monitoring.
- The Board of Directors will be notified of purchases of \$25,000 or higher.

Equipment Any Type:

- Chief Operations Officer – ANY AMOUNT
- The Chief Financial Officer will be notified of non-routine purchases of \$2,500 or higher, for cash flow monitoring.
- The Board of Directors will be notified of purchases of \$25,000 or higher.

Reimbursement for Licensing fees, other professional expenses

- Chief Human Resources Officer - \$500

Grant related expenses

- Development Director – \$500

Laboratory Non Stocked Supplies: Chief Medical Officer approves additions to the formulary list.

- Site Administrator, Lab Coordinator - \$100 Supplies

Dental Non Stocked Supplies: Dental Director approves additions to the formulary list.

- Dental Director, Site Administrator - \$100 Supplies

Pharmacy NON Formulary: Chief Medical Officer and Chief Operations Officer approve additions to the formulary list.

- Once time purchases: Chief Operations Officer - Any Amount

Medical NON Stocked Supplies: Chief Operations Officer approves additions to the formulary list.

- Site Administrator, Nurse Coordinator - \$100

Facilities Related & Furniture:

- Facilities Manager - \$500

APPROVAL AUTHORITIES**OPS.010**

Approved By:	Chief Operations Officer	Adopted Date:	03/01/04
Distribution:	Finance, Site Administrators, Facilities, IT Dept, Executive Team, HR Dept, Clinical Site Directors	Revision Date(s):	06/05, 9/24/12

Information Technology: IT related software, hardware, supplies and repairs

- Chief Information Officer - \$500
- Systems Administrator - \$100

Office, Janitorial Supplies & Staff reimbursements for NON Stocked Supplies:

- **Administration:** Chief Operations Officer - Any Amount
- **Billing:** Billing Manager, Billing Supervisor - \$100
- **Clinics:** Site Administrator - \$100

Supply Specialists Inventory Items:

- Selected individuals from each site are designated as Supply Specialists for Pharmacy, Medical, Dental, Office, Janitorial and Laboratory Supplies. Supply specialists may order stock items within established limits. A list of current Supply Specialists will be maintained as an attachment to the policy.

Purchasing Department:

- Purchasing Officer - \$0

Approved;



Cheyenne Spetzler
Chief Operations Officer

NOTE: Clinic Coordinators can re-delegate purchasing responsibility by sending a letter to the purchasing department.