

Big Bend Community Based Care Policy & Procedure

Series: 1300: Financial Management

Policy Name: Signature Authority

Policy Number: 1326

Origination Date: 01/29/09

Revised: Board Meeting of 12/13/2018

Related Policies: BBCBC OP 700-709, Provider Recruitment and Network Development
BBCBC OP 700-712, Contracting

Referenced Document:

1300-1326 x 1, Signature Authority - Withdrawal Request Form

Policy

In order to enact proper fiscal controls and reduce the risk of fraudulent or improper use of agency funds, it is the policy of Big Bend Community Based Care, Inc. (BBCBC), to delegate proper authority and maintain control over granting authorization to sign official financial and contractual documents.

Procedure

- A. Signing of Own Name.** Those employees delegated the authority to sign for administrative officers are to sign their own names.
- B. Affixing of Signatures.**
 1. Administrative officers and those employees authorized to sign for them must hand-sign all documents. The use of rubber stamps, signature plates, or other electronic or mechanical devices to affix the signature must be approved by the Chief Executive Officer (CEO). The users of these devices must keep them secure and not permit other employees to use them on their behalf. On carbon set forms, only the top copy needs to be signed. A carbon impression signature, or photocopied original, under certain circumstances is acceptable on the duplicates.
 2. The CEO may authorize the use of an automatic signature stamp or electronic signatures for checks. The signature stamp will contain the facsimile signatures of two (2) authorized signatories.
 3. Signatures of the Chairman and Secretary of the Board may be mechanically affixed to large volume documents such as mass press releases, but only with pre-approval by the board.
- C. Signature Authorization/Delegation of Signatures.**
 1. A signature authorization form must be on file in the Accounting Department for all administrative officers, other employees who may be authorized to sign agency checks.
 2. Delegation of paper document and electronic signature authority by administrative officers must be in writing. Individuals are authorized to certify and approve business transactions only when given that authority in writing. This process formally delegates and authorizes signatures (manual and/or electronic) for certifying and approving individuals. Individuals that have authorized signatures should understand the implicit representations of their signatures.
 3. Authorized signatories for all general fund accounts must include two (2) of the following: the Chairman of the Board, the Treasurer of the Board, other Board Members designated as signatories

Big Bend Community Based Care Policy & Procedure

by the board, the CEO, and the COO.

4. It is the responsibility of the CEO to ensure that signatures can be gained from appropriate signatories so that payment can be made on obligations of BBCBC. It is also the responsibility of the CEO to ensure that adequate controls and safeguards have been established to ensure disbursement of funds only for proper purposes.
5. It is the responsibility of all check signers to ensure that there is adequate documentation, consistent with good internal controls, for valid payment of checks they sign.

D. Contract Authority. The Board of Directors delegates the authority to execute contracts to the CEO for the sole purpose of achieving the agency's business and programmatic goals and objectives.

1. All newly proposed contractual arrangements in excess of Five Hundred Thousand Dollars (\$500,000.00) annually that are not competitively procured shall be presented to the Finance Committee prior to execution.