

SWMBH Operating Policy 8.4

Subject: Spending Approval Limits Policy		Accountability: Finance	Effective Date: 02/23/2017	Pages: 2	
REQUIRED BY: BBA Section _____ PIHP Contract Section _____ NCQA/URAC Standard _____ Other _____			Last Reviewed Date: 2/26/18	Past Reviewed Dates: 11/17/15 2/23/17	
LINE OF BUSINESS: <input type="checkbox"/> Specialty Waiver (B/C) <input type="checkbox"/> 1115 Waiver <input type="checkbox"/> Healthy Michigan <input type="checkbox"/> SUD Medicaid <input type="checkbox"/> SUD Block Grant <input type="checkbox"/> MI Health Link <input checked="" type="checkbox"/> OTHER: <u>SWMBH</u>		APPLICATION: <input checked="" type="checkbox"/> SWMBH Staff and Ops <input type="checkbox"/> Participant CMHSPs <input type="checkbox"/> SUD Providers <input type="checkbox"/> MH / DD providers <input type="checkbox"/> Other: _____		Last Revised Date: 2/26/18	Past Revised Dates: 11/17/15 11/30/16
Approved : <u>J. L. Dawson</u> Date: <u>3/7/18</u>			Required Reviewer: Chief Financial Officer		

I. Purpose

Southwest Michigan Behavioral Health (SWMBH) enters into and executes many transactions which commit the organization's resources. A strong internal control environment requires that only authorized individuals or their designees approve transactions. This ensures that transactions are:

- A. Legitimate, appropriate and allowable;
- B. Executed in accordance with SWMBH policy and relevant financial, legal and contractual requirements; and
- C. Reviewed prior to being processed.

II. Policy

- A. Only authorized individuals, identified by position, may approve transactions that obligate SWMBH and only within the established limits.
- B. Annual review of these limits shall occur.
- C. No approver may authorize payment to themselves.
- D. Transactions requesting payment to an individual with approval authority require approval by the next highest level of authority.
- E. All Invoices, Check Request and Purchase Orders are subject to Finance Department review.

III. Standards and Guidelines

Authorized approval levels are as follows:

- A. Chief Executive Officer (CEO) & Chief Financial Officer (CFO) – both signatures required for amounts over \$250,000
- B. CEO – Up to Board Policy Limit
- C. CFO – up to \$20,000
- D. "Chiefs" – up to \$10,000
- E. Directors – up to \$5,000
- F. Managers – up to \$1,000

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IV. Definitions

None

V. References

A. SWMBH Attachment 18.1B

VI. Attachments

None

Authorized Signatures

Up to \$250,000 (No Co-signer required)

Brad Casemore

Greater than \$250,000

Brad Casemore

Dual with Tracy Dawson

Up to \$20,000

Tracy Dawson

Up to \$10,000

Sarah Hirsch

Robert Moerland

Mila Todd

Up to \$5,000

Jonathon Gardner

Moiria Kean

Kim Rychener

Anne Wickham

Up to \$1,000

Rhea Freitag

Joel Smith

Natalie Tenney

Nancy Wallace

