

Contracting and Signatory Authority Policy

Version	Approval Date	Owner
1.3	December 15, 2019	President

1. Purpose

This policy is for HealthShare Exchange (HSX) to establish reasonable and appropriate signatory authority for the President that enables a balancing efficiency of operations and oversight of the organization.

2. Scope

This policy applies to employees, contractors, members, participants, users, and third parties that have signing authority for HSX.

3. Policy

HealthShare Exchange (HSX) requires officer approval and competitive bidding, where appropriate, for all significant contracts and obligations. HSX requires written contracts for all services other than expose HSX to significant liability.

The President has authority of up to \$75,000, and the Senior Vice President/Chief Operating Officer has authority for up to \$50,000 on contracts and obligations.

1. With respect to all contracts and obligations under which the total liquidated financial obligation detailed above:
 - a. Where appropriate, HSX shall solicit a Request for Proposal or otherwise solicit competitive bids.
 - b. The President and the Senior Vice President/Chief Operating Officer shall submit to the Executive Committee or Board for approval all such contracts or agreements.
 - c. The President, Senior Vice President/Chief Operating Officer, Chair, or Vice Chair may execute all such approved contracts and agreements.

2. With respect to all contracts and obligations under which the total liquidated financial obligation detailed above:
 - a. The President and the Senior Vice President/Chief Operating Officer, in his or her discretion, may approve such contracts.
 - b. The President, Senior Vice President/Chief Operating Officer, Chair, or Vice Chair may execute all such approved contracts and agreements.
3. With respect to utilization of Electronic Signatures, such use shall be restricted to the authority granted within this policy:
 - a. DocuSign® is authorized for use within HSX and shall be legally binding when the signer has the appropriate HSX authorization as outlined under this policy.
 - b. Authorization to use DocuSign® for HSX business is limited to the President, Chief Operating Officer and board members. Any additional DocuSign® accounts shall require identity verification before completing registration.
 - c. DocuSign® Multi-Factor Authentication configuration shall be configured to ensure that electronic signatures are only used by the intended individual.
 - d. DocuSign® credentials may not be shared as is the case with other ID's and passwords.
 - e. While DocuSign® by its nature links signatures executed to their respective electronic records, it is incumbent for the signer to open the electronic record after electronically signing and open the electronic record and confirm that their electronic signature has become a part of the electronic document.
 - f. The HSX President may authorize additional DocuSign® users as he/she deems to be required in the performance of their job-related responsibilities, which are specifically authorized to either prepare documents for electronic signature by HSX members and participants, or as administrators for DocuSign® configurations and authorized account additions and deactivations.
4. Invoicing and Payment:
 - a. The President or designee shall approve for payment all invoices or

requests for payment presented to HSX.

- b. The Treasurer, Chair, Vice Chair, and/or the President or designee shall execute all checks and drafts, and shall approve any electronic fund transaction debits or wire transfers, except that:
 - a. All checks and drafts in the amount of \$75,000 or more for President and up to \$50,000 for Senior Vice President/Chief Operating Officer must be executed by two of the following: Treasurer, Chair, Vice Chair, and/or the President, except as set forth in 3(b)(iii) below and 3(b)iiii.
 - b. All outgoing wire transfers in the amount of \$75,000 or more must be approved by any two of the following: Treasurer, Chair, Vice Chair, and/or the President, except as set forth in 3(b)(iii) below.
 - c. Payment of approved budgeted items and/or of payments due pursuant to contracts approved in accordance with this Policy require only one signature and no additional approval in the event of wire transfers.
 - d. The President and Senior Vice President/Chief Operating Officer may not co-sign checks. The second signature must be of the Treasurer, Chair or Vice Chair.
- c. The President, Treasurer, or their designee(s) shall make any and all deposits for monies paid to HSX.

4. Procedure

None

5. Enforcement

- HSX President, Senior Directors, and supervisors shall be responsible for ensuring that their staff comply with this policy.

6. Definitions

None



7. References

Regulatory References:

- None

Policy Owner	President	Contact	Martin.lupinetti@healthshareexchange.org
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Related Documents	Corporate Credit Card Glossary		