

Community Based Care of Brevard, Inc. Policy and Procedure Manual



Series: Accounts Payable **COA:** FIN 7.04
CFOP:
Procedure Name: Purchase Authorization
Procedure Number: AP-432
Revision #/Date: (4) 01/30/09
Effective Date: 02/28/05

Applicable to: All CBCB Staff

SUBJECT: Purchase Authorization List

PURPOSE: To ensure the maximum effectiveness of expenditures through proper purchasing procedures and to ensure compliance with the Board of Directors and funding sources fiscal requirements.

PROCEDURE:

References

CBC Policies/Procedures: AP-400, AP-401, AP-410, AP-415, AP-420, AP-421, GOV-201, GOV-208, PR-901

General

- A. The following CBCB staff are authorized to sign requests for administrative and child welfare goods and services as outlined:

Chief Executive Officer (CEO):

- No Limit per transaction – Entire Budget
- Board Requirements as Applicable

Chief Financial Officer (CFO):

- Up to \$5,000 per transaction – Entire Budget
- \$5,000.01 and above, CEO

Chief Operations Officer (COO):

- Up to \$5,000 per transaction – Entire Budget
- \$5,000.01 and above, CEO

Chief Personnel & Administrative Officer (CPAO):

- Up to \$5,000 per transaction – Entire Budget
- \$5,000.01 and above, CEO

Chief Compliance & Utilization Management Officer (CCUMO):

- Up to \$5,000 per transaction – Entire Budget
- \$5,000.01 and above, CEO

Director of Operations - Quality & Fidelity:

- Up to \$2,000 per transaction – Approved Department Budget Only
- \$2,000.01 and above, COO, CEO, CFO, CPAO or CCUMO as authorized

Director – Wraparound / Utilization Management:

- Up to \$2,000 per transaction – Approved Department Budget Only
- \$2,000.01 and above, COO, CEO, CFO, CPAO or CCUMO as authorized

Director of Operations – Child and Family Services:

- Up to \$2,000 per transaction – Approved Department Budget Only
- \$2,000.01 and above, COO, CEO, CFO, CPAO or CCUMO as authorized

Public Relations Coordinator:

- Up to \$2,000 per transaction – Approved Department Budget Only
- \$2,000.01 and above, CEO, COO, CFO, CPAO or CCUMO as authorized

Care Center Manager:

- Up to \$1,000 per transaction – Approved Department Budget Only
- \$1,000.01 and above, CEO, COO, CFO, CPAO or CCUMO as authorized

Business Manager:

- Up to \$1,000 per transaction – Approved Department Budget Only
- \$1,000.01 and above, CFO, CEO, COO, CPAO or CCUMO as authorized

Contract Manager

- Amount equal to the approved contract – Contract Budget Only
- Amount equal to the rate agreement – Rate Agreement Only
- Transactions above the approved contract or rate agreement, COO, CEO, CFO, CPAO or CCUMO as authorized

Network Administrator:

- Up to \$1,000 per transaction – Approved Department Budget Only
- Up to \$5,000, CFO. In absence of the CFO, COO, CPAO, or CCUMO
- \$5,000.01 and above, CEO

Training Manager:

- Up to \$1,000 per transaction – Approved Department Budget Only
- \$1,000.01 and above, COO, CEO, CFO, CPAO or CCUMO as authorized

Data Integrity Manager:

- Up to \$1,000 per transaction – Approved Department Budget Only
- \$1,000.01 and above, CEO, COO, CFO, CPAO or CCUMO as authorized

C.A.R.E.S. Program Manager:

- Up to \$1,000 per transaction – Approved Department Budget Only
- Up to \$2,000 – Director – Wraparound / Utilization Management
- \$2,000.01 and above, CEO, COO, CFO, CPAO or CCUMO as authorized

Child & Family Program Manager:

- Up to \$1,000 per transaction – Approved Department Budget Only
- Up to \$2,000 – Director of Operations – Child and Family Services
- \$2,000.01 and above, CEO, COO, CFO, CPAO or CCUMO as authorized

Utilization Program Manager:

- Up to \$1,000 per transaction – Approved Department Budget Only
- Up to \$2,000 – Director of Operations – Child and Family Services
- \$2,000.01 and above, CEO, COO, CFO, CPAO or CCUMO as authorized

Care Coordinator:

- Up to \$850 per transaction (One Purchase Order Total or Unit Cost) – Approved Department Budget Only
- Up to \$2,000 – Director - Wraparound / Utilization Management
- \$2,000.01 and above, CEO, COO, CFO, CPAO or CCUMO as authorized

Independent Living Supervisor:

- Up to \$1000 per transaction (One Purchase Order Total or Unit Cost) - IL Budget Only
- \$1,000.01 and above, CEO, COO, CFO, CPAO or CCUMO as authorized

Independent Living/Aftercare Specialist:

- Up to \$850 per transaction (One Purchase Order Total or Unit Cost) – IL Budget Only
- Up to \$1,000 - IL Supervisor as authorized
- \$1,000.01 and above, CEO, COO, CFO, CPAO or CCUMO as authorized

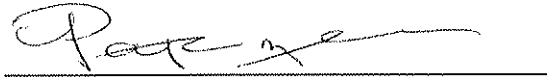
C.A.R.E.S Coordinator

- Up to \$850 per transaction (One Purchase Order Total or Unit Cost)– Approved Department Budget Only
- Up to \$1,000 per transaction – C.A.R.E.S. Program Manager
- Up to \$2,000 – Director – Wraparound / Utilization Management
- \$2,000.01 and above, CEO, COO, CFO, CPAO or CCUMO as authorized

B. All approved purchase orders/requisitions for administrative and child welfare goods and services are subject to fiscal procedures AP-410, AP-415, AP-420, AP-421, AP-432 and PR-901. Flex fund expenditures are subject to fiscal policies AP-410, AP-415, AP-420, AP-421 and AP-432.

C. All purchase reimbursements to an employee that has approval authority need to be approved by their next reporting level of management with purchasing authority. CBCB credit card purchases will be subject to fiscal procedure AP-410.

BY DIRECTION OF THE CHIEF EXECUTIVE
OFFICER:



DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer
CBC of Brevard, Inc.

APPROVAL DATE: 3/26/09