



hfma™ oregon chapter
healthcare financial management association

Oregon HFMA Authorization and Transaction Policy

(Approved by board October 31, 2014)

Policy Purpose

This policy is to ensure that all transactions of Oregon HFMA are appropriately authorized and, once authorized, that all documents are executed or signed off by the appropriate designee of the Oregon HFMA Chapter.

Only one officer approval is required unless otherwise noted.

Transaction	President	Pres-Elect	Secretary	Treasurer	Program Chair	Member Activities Chair	Board of Directors
Budget							Y
Contracts							
Speaker	Y*	Y*			Propose	Propose	
Facility	Y*	Y*			speakers	facilities	
Other	Y*	Y*					
Member expenses	Y			Y (not own)			
Speaker expenses	Y			Y	Reviews		
Invoice equal or greater than \$5,000 (requires two signatures)	Y	Y	Y	Y			
Banking transaction (signature card required)	Y	Y	Y	Y			
Equipment purchases							Y
Unbudgeted > \$1,000							Y
Unbudgeted <= \$1,000	Y*			Y*			

*Both positions are required to approve.

Any questions/concerns shall be brought to the Officers for clarification and/or resolution.