



Los Angeles County Department of Health Services

Policy & Procedure Title:		Authority to Approve Expenditures	
Category:	800-899 Equipment, Services, Supplies	Policy No.:	801
Originally Issued:	3/1/1988	Update (U)/Revised (R):	12/01/2007
DHS Division/Unit of Origin:	DHS Finance		
Policy Contact – Employee Name, Title and DHS Division: Efrain Muñoz, Chief Financial Officer			
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Distribution: DHS-wide <input checked="" type="checkbox"/>	If not DHS-wide, other distribution:		

PURPOSE:

To establish departmental policy regarding the authority to approve expenditures and/or contracts which obligate the County's financial resources.

POLICY:

Each budget unit administrator shall have authority to approve expenditures which obligate the County's financial resources within respective budgetary limitations. The administrator may delegate such authority within their organization, provided the delegation is documented and updated annually.

Signature authorization forms (i.e., paper or electronic) with required signatures shall be filed with the respective facility and with the Auditor-Controller, as necessary. Each budget unit administrator shall take steps to ensure that these signature authorization documents are kept current.

An authorized electronic or an actual signature shall convey approval or authority. A signature stamp is not acceptable.

Authorization shall be updated whenever there are personnel/organizational changes affecting those employees who have been designated as authorized signers.

During the annual performance evaluation process each employee must sign Form HS-1025, "Agreement of Understanding" (Summary and Acknowledgment of Performance Evaluation Attachment of DHS Policies) stating that they have read DHS Policy No. 801

The mission of the Los Angeles County Department of Health Services is to ensure access to high-quality, patient-centered, cost-effective health care to Los Angeles County residents through direct services at DHS facilities and through collaboration with community and university partners.

Revision/Review Dates:
 Department Head/Designee Approval:

and understands that they cannot approve expenditures and/or sign contracts which obligate the County's financial resources without express written authority to do so.

REFERENCE(S)/AUTHORITY:

Los Angeles County Fiscal Manual