***[HOSPITAL NAME]***

**ADMINISTRATIVE POLICY**

CATEGORY: General Administration **CODE: F-3**

SUBJECT: Contractual Relations Policy **EFFECTIVE:**

**COORDINATOR: Chief Executive Officer**

The Chief Executive Officer (CEO) or his/her designee is the only person who can enter into a contract on behalf of [HOSTPIAL NAME]. Any contracts agreed to by someone other than the current CEO (verbal or written) when not authorized will not be honored.

If a contract was agreed to without proper approval, the CEO should be notified immediately.

An employee who is found to enter into contract on behalf of the hospital without the proper authority can be disciplined up to and including termination.

APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_