

# NWF Health Network Policy & Procedure

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**Series:** 1300: Financial Management

**Policy Name:** Leases

**Policy Number:** 1331

**Origination Date:** 01/29/2009

**Revised:** Board Meeting of 02.27.2025

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## **Policy**

To establish a system for negotiation and securing both capital lease purchases for buildings and property and leases for equipment, it is the policy of NWF Health Network, Inc. (NWFHN), to have all lease contracts entered into with the express approval of the appropriate corporate director and/or the Board of Directors. Appropriate schedules will be maintained.

## **Procedure**

- A. The NWFHN Accounting Department will work with the Independent Auditor to ensure appropriate disclosure of material lease transactions, in accordance with Generally Accepted Accounting Principles.
- B. All lease transactions shall be recognized and recorded in accordance with generally accepted accounting principles.
- C. Lease transactions determined to be operating leases for equipment, property, etc., shall be entered into a contract, negotiated, approved, and signed by the Chief Executive Officer or their designee. Copies shall be maintained in the Contract Department.
- D. Lease transactions determined to be a capital lease purchases for equipment shall be entered into contract, negotiated, approved, and signed by the Chief Executive Officer. Copies shall be maintained in the Contract Department.
- E. Lease transactions determined to be capital lease purchases for buildings and property shall require the approval of the Board of Directors. Amortization schedules shall be maintained and properly recorded to the financial statements.