I. Policy:
It is SJA's policy that Certificates of Insurance are requested from all contractors and service providers and that each certificate names St. Joseph Academy as an additional insured. A Certificate of insurance provides evidence that certain types of insurance coverages and limits have been purchased by the party required to provide the certificate.

II. Procedure:

A. The Certificate of Insurance is requested of the contractor and service providers by the SJA Manager of the department when requesting a bid for services to be performed at SJA.

B. Manager confirms that the company listed on the certificate matches the company entering into the contract.

C. Manager checks the policy effective date to confirm that the coverage is current and that it does not expire before the project is complete.

D. Manager checks the policy limits to ensure adequate coverage.

E. Manager ensures that St. Joseph Academy is named as an additional insured for the particular project or contract at issue and as follows:

   Felician Sisters of North America
   DBA St. Joseph Academy
   1600 W. Oklahoma Avenue
   Milwaukee, WI 53215

F. All fully executed contracts, along with the Certificate of Insurance, is kept on file in the Finance Department.

Approved by: [Signature]
President/CEO

Date: 1/15/2021