

Certificates of Insurance

ST. JOSEPH ACADEMY
(SJA)

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| Department: | Finance |
| Number: | 200.1.15 |
| Effective Date: | August 11, 2016 |
| Review Date: | January 14, 2021 |
| Revised Date: | January 24, 2020 |
| Page: | 1 of 1 |

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: _____

President/CEO

Date: _____

1/15/2021