



SUBJECT: Contracts	Effective Date: March 2011	Policy Number: 04-6-002
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	Responsible Authority: Purchasing	

I. Purpose and statement of operational policy underlying the procedure.

To provide guidance guidelines to all personnel involved in contract negotiations.

II. Applicability/Scope

This policy applies to all College employees.

III. Process for Implementing Procedure

The Vice President/ CFO has the responsibility of ensuring all contracts negotiated on behalf of the College are consistent and within the policy practices of the College. The Purchasing Manager is responsible for acquainting herself/himself with standard contracts for the purchase of goods and/or services and must be familiar with all conditions noted in the contract. Any questions or concerns as to the proper decorum or stance to be observed should be brought to the attention of the Vice President/CFO.

Letters of Appointment and Short-Term Faculty Contracts must have a correct account number. Contracts are completed, approved and signed by the faculty member, division chair and the Vice President of Academic Affairs before the Vice President/CFO can approve for payroll processing.

Responsibility	Action	Timeline
Purchasing Manager	Reviews purchase requisition/check requests and contents contract	1 to 2 days
Vice President/CFO	Approves and signs contract and purchase requisition/check request	1 to 2 days
Manager of Purchasing	Prepares a purchase order to email or fax with the signed contract to vendor	1 to 2 days
Manager of Purchasing	Forwards the requisition/check request with the contract to accounts payable	1 to 2 days
Manager of Purchasing	Forwards copy Letter of Appointments and Short-Term Faculty Contracts to Payroll	1 to 2 days

IV. Related policies/References for more information

Detailed procedures for processing purchase requisitions/check requests are referenced in the Purchasing Policy and Procedures Manual.

Authorizing Official: <u>Jim Duggan</u>	Authorization Date: <u>10/6/11</u>
Title: <u>Vice President/Chief Financial Officer</u>	