

GRAYSON COLLEGE
PROCEDURES FOR CONTRACTS
March 2017

This document covers the procedures we will use to execute a contract and to store the College's official copy of that contract. In this context, the term "contract" will refer to any written document that requires a signature and that binds the college to specific actions.

Summary:

Contracts will be authorized by the College President after proper submission of documentation on a "Contract Authorization Form" and the contract are received and reviewed by the Vice President for Business Services. The College President will be final signer of the form and the contract. The President may delegate that function as he feels appropriate.

The College's official copy of each contract will be filed either in the Office of the Vice President for Business Services or the Office of the Vice President of Instruction. Employment contracts will be filed with the Human Resources Department. Contracts that deal primarily with the purchase of goods or services will be filed in the Office of the Vice President for Business Services. Those contracts that deal primarily with instructional matters, such as articulation agreements, will be filed in the Office of the Vice President of Instruction.

Procedures:

1. Any department that wishes to enter into a contract is to complete the attached "Contract Authorization Form," attach the contract and route it using the following method.
2. Each official who is called to sign the form is to review the attached contract. That official may reject it, send it back to the originating department for revision, or forward it to the next official on the form for that person's review and signature.
3. Once all preliminary signatures on the form are acquired, each proposed contract and contract approval form is to be scanned into a designated folder and the VP for Business Services notified by email, with a copy to his Executive Assistant.

All submissions should be titled by department, contract name, and date of submission. (Ex: Maintenance Terminix 01 14 15)

4. The VP for Business Services will review the submission, then email his comments to the College President, and copy the Assistants..
5. The College President will review the contract. At his option, he may: (a) request additional information; (b) suggest changes to the submitted contract; (c) reject the contract; (d) authorize someone to sign the contract, or (e) electronically sign the contract submitted.
6. The College President will send an email of his review to the appropriate department, copying the Assistant to the President and the VP for Business Services Executive Assistant.
7. The originating department will make sure that the final edition of the contract is signed by the outside entity and the authorized Grayson College representative.
8. The final, original, fully executed paper contract will be delivered to the VP for Business Services Executive Assistant by originating department for scanning into the appropriate shared drive and for storage of the paper original. In the event the contract is electronically signed by both parties, email fully executed contract to her with explanation.

If the originating department wishes to retain a signed copy for their reference, they may do so at that time, or print it from their shared drive once scanned by the VP for Business Services Executive Assistant.

Implementation:

For contracts that are currently in force, have already been signed but are not yet effective, or that will require the outlay of resources from the current budget, each department is to forward the college's official copy to either the Office of the Vice President for Business Services or the Office of the Vice President of Instruction, as appropriate. Departments may retain contracts that have expired or additional copies of any contract as they desire.

**GRAYSON COLLEGE CONTRACT
AUTHORIZATION FORM**

This form is to be used for every written document that requires a signature and that binds Grayson College to specific actions. The College President, or his designee, will be the final approval for each such document, and no such document will be effective without the signature of the President or his designee.

Parties (please enter the name of person or entity that is to sign and be bound by this contract):

Purpose (Please provide a brief narrative explaining the need for this contract):

Payment (Please enter the budget account(s) that will be affected, the budget effect for the current fiscal year, and the total budget effect throughout the life of the proposed contract):

Budget Account(s): _____

Current Year Budget Effect: _____

Total Budget Effect for Entire Contract: _____

Retain Copy? You may print a copy of the signed contract directly from the Google Drive, once scanned? _____

Contract: Please scan a complete original contract with this form and place in appropriate Google Drive folder. Email The VP for Business Services the contract to review and copy his Executive Assistant

Recommendations (by signing below, each official recommends to the College President that he/she execute the attached contract in its present form).

Originating Department:

_____ Signature	_____ Title	_____ Date
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Department VP:

_____ Signature	_____ Title	_____ Date
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VP for Business Services

_____ Signature	_____ Title	_____ Date
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Approval:

President or Designee:

_____ Signature	_____ Title	_____ Date
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