

## CONTRACTS AND AGREEMENTS

It is the policy of the College to establish an orderly process for the approval of all contracts and agreements entered into by the College.

See following page for procedures.

Adopted July 19, 1989  
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## CONTRACTS AND AGREEMENTS

It is the policy of the College to establish an orderly process for the approval of all contracts and agreements entered into by the College.

All contracts and agreements with a dollar value of \$50,000 or more shall be approved by the Board of Trustees.

The Board of Trustees specifically delegates to the Administration, through the College President, the authority to enter into contracts and agreements valued at less than \$50,000. The College President shall determine which College administrators are authorized to sign said agreements.

The College Attorney shall review all non-standard contracts and agreements prior to execution.

For contracts and agreements with a dollar value between \$30,000 and \$49,999, the College President shall inform the Board President and the Board of Trustees of such contracts and agreements at the next regular meeting.

### Amendments to Contracts and Agreements

#### Contracts and Agreements Approved by the Administration

All amendments to contracts and agreements shall be approved by the College President, his/her designee, or the Board of Trustees.

#### Amendments Resulting in Contracts or Agreements Totaling Less than \$50,000

These amendments shall be approved by the College President or his/her designee.

#### Amendments Resulting in Contracts or Agreements Totaling \$50,000 or More

These amendments shall be approved and become effective upon approval by the Board of Trustees. Should amendments (change orders) to construction contracts, however, need approval in the opinion of the Administration prior to the next Board meeting, they may be approved by the Administration if the amount of the change order does not exceed \$5,000.

All such change orders approved by the Administration shall be presented to the Board of Trustees for ratification.

Contracts and Agreements Approved by the Board of Trustees

Amendments to contracts and agreements, including construction change orders, originally approved by the Board of Trustees shall be approved by the Administration if the amendment or change order does not exceed \$9,999. No Board ratification shall be required.

Any amendment or change order \$10,000 and greater, must be approved by the Board of Trustees prior to becoming effective.

For each Board meeting, the Administration will place in the Board packet a listing of amendments or change orders approved by the Administration associated with any agreement or contract originally approved by the Board of Trustees.

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