

**Contract/Agreement Signing Policies and Procedures**

General Policy

Effective Date: July 1, 2009

Board Approval: June 9, 2009

**1. Purpose.**

The purpose of this policy is to ensure that all TATC contracts and agreements are signed only after coordination and communication with appropriate TATC Administrators.

**2. Policy.**

It is the policy of the TATC that all TATC contracts and/or agreements will be signed by the Campus President or by his/her expressed designee. Requests for the Campus President to sign a contract or agreement should be only after complete understanding and consensus is achieved between/among involved parties.

**3. Procedures.**

**3.1 Contract/Agreement Approval.** All contracts, agreements, or leases should be carefully discussed, reviewed and approved by the appropriate involved parties and fully endorsed and supported prior to submitting the document to the Campus President for approval.

- (a) **Contracts/Agreements with Financial Implications.** Any contract or agreement which has any form of financial implications to the institution must be reviewed and approved by the College's VP Finance and Operations prior to submitting the contract or agreement to the Campus President for approval.
- (b) **Contracts/Agreements Affecting Two or More Program Areas.** Any contract or agreement which affects two or more TATC Programs/Departments should be coordinated with all affected Administrators prior to submitting the contract or agreement to the Campus President for approval.
- (c) **Contract/Agreement Approval Form.** Any contract or agreement which has been approved by appropriate Directors should be submitted to the Campus President for review and approval along with a completed and signed contract/agreement approval form.
- (d) **Contracts/Agreements Signed by the Campus President.** All contracts, agreements, or leases committing the TATC in any manner should be signed only by the Campus President or by his/her expressed designee.

**3.2 Custom Fit Training Agreements.** Custom Fit training agreements must be reviewed by the Budget Manager and signed by the Custom Fit Coordinator. This is to include both State Custom Fit training agreements and private Custom Fit training agreements. Any Custom Fit training agreement which appears to be outside of standard operating procedures or controversial in any way should be approved in accordance with the provisions of this policy relating to other types of contracts and agreements and must be signed by the Campus President.