

Contract Review and Signature Authority Rules

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Contract Review and Signature Authority Rules

I. References

Refer to Contract Review and Signature Authority Policy and College Procurement Policy on the college website for additional information.

II. General Instructions

This document outlines rules governing specific types of agreements and contracts and specifies the positions with authority to approve and sign those agreements and contracts. All contracts (procurement and non-procurement) must be submitted in SLCCBuy and reviewed in accordance with the Contract Review and Signatory Authority Policy and these rules prior to being signed.

Procurement and non-procurement contracts are defined in sections IV and V.

Review of the statement of work and terms and conditions is required to assess the level of risk to the College. Risk factors to be considered include, but are not limited to:

- Use of “sensitive” data, including personally identifiable information,
- Involvement of “minors” – those under 18 years of age,
- Conflicts with State or Federal Law,
- Insurance requirements,
- Impact on college’s reputation,
- Events involving service and/or consumption of alcohol,
- Access to secure SLCC facilities,
- Access to IT network, and/or
- Safety of facilities and people.

After a contract has completed the review and approval process, it will be prepared for signature. **A contract may require multiple approvers, but generally only one authorized signature is required to execute the contract.**

- The approvers are defined in the workflow steps in sections IV and V.
- The list of authorized signers is defined in section VI.
- The default method for signing contracts is e-signature through Adobe Sign, managed by Purchasing Office and Risk Management. Documents requiring notary are signed via wet signature.

III. Contract Repository

SLCCBuy is the central repository for all contracts.

Training on how to access or navigate the repository or SLCCBuy system for contracts are located on the Risk Management website.

IV. Procurement Contracts

Procurement contracts are defined as any contract that includes an expenditure of funds, regardless of amount. Real estate contracts are not considered procurement contracts. Examples include independent contractor, speaker/entertainers, software, consultants, rental agreements (SLCC renting space from external party), maintenance agreements.

If a contract is required to make a purchase, whenever possible, an approved college standard contract template should be used. If a standard contract template cannot be used, a vendor supplied contract may be submitted for review.

Budget Center Managers (BCMs) are responsible to verify that purchases are appropriate, reasonable, necessary, have an appropriate business purpose, comply with all internal or external (grant or donor) restrictions, and that any risks to the college are mitigated.

All Procurement contracts must be submitted through SLCCBuy and will go through the following approval workflow:

- Step 1.** Contract submitted by employee in SLCCBuy as a requisition
- Step 2.** Requisition is routed to applicable Budget Center Manager (BCM)
- Step 3.** If the criteria in the step(s) below are met, then the requisition will route as indicated below:
 - i. If the contract is paid using grant funds, routed to the grant accountants
 - ii. If the requisition is for IT-related products or services, including software, routed to IT
 - iii. If over \$25,000, routed to the Vice President/Provost
 - iv. If over \$50,000, routed to the VP of Admin and Finance
 - v. If over \$100,000, routed to the President
- Step 4.** Requisition routed to Procurement
- Step 5.** If not using standard template and/or risk identified, then the contract will route as indicated below:
 - i. Contract routed to Risk Management
 - ii. Contract routed to Legal
- Step 6.** Contract prepared for e-signature by Procurement for Third Party Contractor and SLCC Authorized Signer

V. **Non-Procurement Contracts and Agreements**

Non-procurement contracts are defined as all agreements and contracts that are between two parties that do not include the expenditure of funds, except grants managed by Office of Sponsored Projects. Examples include memorandums of understanding, affiliation agreements, rental agreements (parties renting space from SLCC), revenue agreements.

Vice Presidents/Provost, Associate/Assistant Vice Presidents, and Deans may sign any non-procurement contract/agreement under their area of responsibility, except for real estate agreements or leases, college-wide business operation agreements, lawsuits or legal settlements, and college accreditation reports.

All non-procurement contracts must be submitted through SLCCBuy and will go through the following approval workflow:

- Step 1.** Contract submitted by employee in SLCCBuy
- Step 2.** Contract routed to Executive Cabinet Member for approval to initiate review
- Step 3.** Contract routed to Contract Coordinator in Risk Management
- Step 4.** If not utilizing an approved contract template, then contract routed to Legal
- Step 5.** Contract prepared for e-signature by Risk Management for Third Party Contractor and SLCC Authorized Signer

Some departments may choose to develop standard contract templates for simple, frequently used agreements. These templates are required to be approved by Legal before initial use and must undergo additional Legal review every three (3) years. **If a contractor agrees to use a standard contract template, the agreement does not need to go through the SLCCBuy approval and review process outlined above.**

Departments may request a legal review of a contract template by sending a draft agreement to contracts@slcc.edu.

VI. Authorized Signers for Procurement and Non-Procurement Contracts

Contracts cannot be signed until they have completed the approval process (sections IV and V). Below is the list of approved signers, designated by the President with the authority to enter contracts on behalf of the college, and with their signature, legally bind the college to the terms and conditions present in the agreement/contract.

Individuals with signature authority may request a temporary delegate in writing by sending an email with the name and date range to contracts@slcc.edu.

Delegation must be to an individual with management authority. Authority to sign is automatically granted to direct supervisors of the individuals listed below.

A. Procurement Contracts

Procurement contracts will be signed by Purchasing by default.

The following individuals are authorized to sign the types of procurement contracts listed below.

President

- All procurement contracts

Vice President/ Provost

- All procurement contracts

Director of Purchasing and Accounts Payable

- All procurement contracts

Buyer(s)

- Procurement contracts \$0 up to \$25,000

B. Non-Procurement Contracts

Vice Presidents/Provost, Associate/Assistant Vice Presidents, and Deans may sign any non-procurement contract/agreement under their area of responsibility.

1. The following contracts/agreements must be signed by President or Vice President of Finance and Administration.

College President

- College Accreditation Reports/Agreements
- Lawsuit or Legal Settlements
- Land, Building and Parking Lot Leases

Vice President of Finance and Administration

- Real Estate Agreements:
 - Purchase or Sales of Buildings and Land
 - Trust deeds
 - Land, Building and Parking Lot Leases
 - Property Right-of-Way and Easements
 - Long-Term Lease of College Space or Real Estate by Private Entities
- College-Wide Business Operations Related Agreements:
 - Public Safety/Police Agreements
 - Retail Business Operation Agreements
 - Pollution Remediation or Environmental Protection Agreements
 - Finance-Related Agreements

2. In addition to Vice Presidents/Provost, Associate/Assistant Vice Presidents, and Deans, the following positions have authority to sign the contract/agreements listed.

Division: Office of JEDI / Equity Engagement

Chief Diversity Officer

- Division Related Partnership Agreements
- Community Partnerships Contracts

Middle School Family Engagement Director

- School Partnership Agreements
- Community Partnerships Contracts

Division: Finance and Administration

Treasurer/Associate Controller

- Investment Purchases
- Vendor Credit Applications

Assistant Controller

- Tax Returns
- Payroll Related Tax Returns
- Workers Compensation Premium Policy

Director of Purchasing and Accounts Payable

- Vendor Credit Applications

Director of Real Estate and Property Management

- Project House Sales Contracts and Associated Settlement Documents

Division: Government and Community Relations

Office of Sponsored Projects Director

- Publicly Funded Sponsored Projects

Division: Institutional Advancement

Development Office Executive Director

- Corporate Sponsorship Agreements/Contracts
- Private Foundation Proposals and Agreements
- Alumni Benefit Affinity Agreements
- Donor Agreements and Grants
- Private Sponsored Projects

Division: Institutional Effectiveness

Director for Strategic Analysis and Accreditation

- Accreditation or Accountability Reports and Agreements
- External Review Contracts

Director for Staff Development and Employee Experience

- Staff Development and Employee Experience Related Contracts and Agreements

Director for Faculty Development and Educational Initiatives

- Faculty Development and OER Related Contracts and Agreements

Division: Academic Affairs

Learning Advancement

Library Director

- Library/Vendor Program or Database Usage Agreements
- Library Acquisitions

School of Applied Technologies and Technical Specialties

Assessment Director (SAT)

- Professional Testing Partnership Agreements

School of Humanities and Social Sciences

Community Writing Center Director

- Workshop Programming Agreements

Education and FHS Department Chair

- School Partnership Agreements (for student observation of classrooms)
- Eccles Lab School-Child Enrollment Agreements
- State School Lunch Partnership Agreement
- Head Start Program Partnership Agreements

Business Development Resources

Executive Director

- Division Related Partnership Agreements
- State and Regional SBDC Contracts/Agreements

Conference Center Director

- Short-Term Rental of SLCC Facilities (LHM Conference Center)

MBIC Incubator Director

- Rental Agreements for Incubator Clients

Coordinator, The Mill

- Rental Agreements for Incubator Clients

SBDC Director

- First Approval Signature on SBDC State and Regional Agreements

Workforce and Economic Development

Workforce Training and Education Director

- Custom Fit Agreements (Between SLCC and Clients)
- Custom Fit Trainer Agreements (Between SLCC and Training Providers)

Testing Director

- College Board Testing and Other Professional Testing Partnership Agreements

Student Affairs Division

Athletics Director

- Contracts Related to Operations of Athletics
- Intercollegiate Athletic Contest Agreements/Contracts
- Short-Term Rental of SLCC facilities (LAC Bldg., Amphitheater, Tennis, Sand Volleyball Courts, Soccer Field)

Disability Resource Center Director

- Vocational Rehab Partnership Agreements

Financial Aid Director

- Dept of Education Agreements (Financial Aid Related)
- State Participation Agreements (Financial Aid Related)

International Student Services Director

- Homeland Security Agreements (Pertaining to Non-Immigrant Students & Scholars)

Thayne Center for Student Life, Leadership, and Community Engagement Director

- Community Partnerships Contracts
- Contracts Related to Operations of the Thayne Center and Student Life and Leadership

TRIO and PACE Program Director

- Student Support Services Partnership Agreements
- Educational Talent Search Partnership Agreements
- PACE Partnership Agreements
- TRIO Partnership Agreements

Veterans Services Director

- Contracts Related to Veterans Services

Scheduling & Academic Support Services Director

- External Rental Agreements for all SLCC Venues with the Exceptions of Miller Conferencing Locations, Miller Incubator Locations, LAC, and the Grand Theatre
- Contracts Related to Operations of Scheduling and Academic Support Service

Director for Childcare and Family Services

- Childcare Center Annual Contracts

Assistant Director for Childcare and Family Services

- Childcare Center Annual Contracts