

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**


Procedure Title:	Entering Into Contracts and Agreements – General	<u>Number</u> 112
Related Policy:	Contracts – 6Hx20-1.011	<u>Page</u> Page 1 of 1

**I. Purpose**

To provide a procedure for entering into contracts and agreements with the Board of Trustees.

**II. Procedure**

- A. A college employee initiates a request through their chain of command to Legal Services for a contract via a Contract Request Transmittal Form and, if necessary, a memorandum stating the contract's requirements or special conditions.
- B. Legal Services will review the contract, ask questions to ascertain the intentions of the contract, and make sure that the resulting contract puts the College in the best position.
- C. Legal Services will route-approved contracts for the College's signature and will return contracts to the requester to get the contracts countersigned. A copy of the fully executed contract needs to be returned to Legal Services.
- D. The Vice President, Business Affairs, will place contracts exceeding the President's authority on the Board agenda for review and approval. The President has the authority, as specified in Policy 6Hx20-1.011, up to Category Five, as outlined in Florida Statutes 287.017.

Responsible Official	Vice President, Business Affairs
President's Signature: 	Date: 12/16/2025