

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. As early as anticipated, requests for contracts for future actions should be made known to the Vice President, Business Affairs, for approval in concept by the Board.
- B. The contractor initiates a request to the Vice President, Business Affairs, for a contract via a Contract Request Transmittal Form and, if necessary, a memorandum stating the requirements of the contract.
- C. The Vice President, Business Affairs – Action Items:
 - 1. Requests review of the contract by the College’s General Counsel;
 - 2. Places the contract on the Board agenda as an action item;
 - 3. Routes the contract for appropriate signatures; and
 - 4. Keeps one copy of the contract on file.
- D. The Vice President, Business Affairs – Information Items:
 - 1. Requests review of the contract by the College’s General Counsel;
 - 2. Routes the contract for appropriate signatures;
 - 3. Places the contract on the Board agenda as an information item; and
 - 4. Keeps one copy of the contract on file.

Responsible Official	Vice President, Business Affairs
President’s Signature: 	Date: 02/21/2017