

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


Procedure Title:	Contracting Consultants	<u>Number</u> 121
Related Policy:	Consultant Services – 6Hx20-1.023	<u>Page</u> Page 1 of 1

**I. Purpose**

To provide a procedure for contracting consultants to perform specific duties at the College.

**II. Procedure**

- A. Requestor gains approval to use a consultant through regular approval channels.
- B. Requestor submits the consultant’s contract request to the Vice President, Administrative Services and General Counsel.
- C. The contract form is reviewed by the College’s General Counsel, and signed by the President. The contract is placed on the agenda as an information item for the Board of Trustees.
- D. After services are performed, the requestor is responsible for filing a completion statement and preparing a check requisition to pay the consultant.

Responsible Official	Vice President, Business Affairs
President’s Signature: 	Date: 8/24/2023