	CONTRACTS ADMINISTRATION DESKTOP PROCEDURES		
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PURPOSE

This procedure expedites contract processing by decentralizing appropriate authority to the campuses while preserving an acceptable level of standardization college-wide. Standard Contracts have been pre-approved by the Office of the General Counsel (OGC) as to form and legality, and are available from the OGC webpage, under Contract Administration.

PROCEDURE

Contracts must be in the best interests of the College and compliant with applicable laws and rules; accordingly, all contracts must be in writing and have the appropriate reviews and approvals. Standard contracts adequately protect the College's interests, are written in clear language, expedite the contracting process, and are intended to be fair to all parties. Any substantive change to a Standard Contract requires review and approval by the OGC. Substantive changes do not include inserting the description of the goods or services, or the pricing information. Originators of standard contracts shall do the following:

1. Download a Contract Approval Form (Standard Contracts) from the Other Forms section of the OGC's Contract Administration webpage; fill in the originator's name, description of the agreement, date, overall dollar value, and the proposed signatory's name.
2. Select the appropriate contract from Standard Contract Forms webpage, read the description for use carefully, select the standard contract or agreement that fits the situation, complete all grayed areas, and submit it with the Contract Approval Form, price explanation, any supporting documentation, and any special review requirements to your Campus Director of Administrative Services (DAS).
3. The Campus DAS will assign a campus contract number, review the contract, and determine if it meets the requirements for use of a standard contract. If the Campus DAS determines that use of a standard contract is appropriate, no additional reviews are required except as the Campus DAS may require at his or her discretion.
4. The originator shall prepare and forward two signature-ready copies along with any supporting documentation to the Campus DAS for proper signature on behalf of the College.
 - a. If the College signatory disapproves the contract, the Campus DAS will return it to the originator for further action or filing.
 - b. If the signatory approves the contract, the signatory shall sign both originals and the Contract Approval Form acknowledging receipt of the reviewers' recommendations and comments.
 - c. The Campus DAS shall return the signed contracts to the originator (or proceed to paragraph 5).
5. The originator shall forward both contracts to the other party for signature, preferably using a trackable means of delivery. A cover letter should direct the other party to sign both copies, retain one for its records, and return the second to the originator. The letter shall specify a date through which the offer to contract is valid unless it is self-evident in the contract.

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6. Upon receipt of the executed contract, the originator shall make and distribute copies as appropriate, which normally includes forwarding a copy to the College's Bursar for billing and collection. Unless otherwise specified in campus procedures, the executed original contract or agreement, the signed approval form, and all working papers related to the contract's development shall be delivered to the Campus DAS for filing.