

GRAYSON COLLEGE  
PROCEDURES FOR CONTRACTS  
January 14, 2015

This document covers the procedures we will use to execute a contract and to store the college's official copy of that contract. In this context, the term "contract" will refer to any written document that requires a signature and that binds the college to specific actions.

Summary:

Contracts will be authorized by the College President after proper submission of documentation on a "Contract Authorization Form" and the contract are received and reviewed by the Vice President for Business Services. The College President will be final signer of the form and the contract. The President may delegate that function as he feels appropriate.

The College's official copy of each contract will be filed either in the Office of the Vice President for Business Services or the Office of the Vice President for Instructional Services. Employment contracts will be filed with the Human Resources Department. Contracts that deal primarily with the purchase of goods or services will be filed in the Office of the Vice President for Business Services. Those contracts that deal primarily with instructional matters, such as articulation agreements, will be filed in the Office of the Vice President for Instructional Services.

Procedures:

1. Any department that wishes to enter into a contract is to complete the attached "Contract Authorization Form", attach the contract and route it using the following method.
2. Each official that is called to sign the form is to review the attached contract. That official may reject it, send it back to the originating department for revision, or forward it to the next official on the form for that person's review and signature.
3. Once all preliminary signatures on the form are acquired, each proposed contract and contract approval form are to be scanned into a designated folder and Giles Brown notified by email, with a copy to Marsha Starr. Please contact Marsha for more information on your designated Google Drive folder. *All submissions should be titled by department, contract name, and date of submission. (Ex: Maintenance Terminix 01 14 15)*
4. Giles will review the submission, then email his comments to Dr. McMillen, copying Dava Washburn and Marsha.
5. Dr. McMillen will review the contract. At his option, he may: (a) request additional information; (b) suggest changes to the submitted contract; (c) reject the contract; (d) authorize someone to sign the contract, or (e) electronically sign the contract submitted.
6. Dr. McMillen will send an email of his review to the appropriate department, copying Dava and Marsha.
7. The originating department will make sure that the final edition of the contract is signed by the outside entity and the authorized Grayson College representative.
8. The final, original, fully executed paper contract will be delivered to Marsha by originating department for scanning into the appropriate shared drive and for storage of the paper original. In the event the contract is electronically signed by both parties, email fully executed contract to Marsha with explanation. If the originating department wishes to retain a signed copy for their reference, they may do so at that time, or print it from their shared drive once scanned by Marsha.

Implementation:

For contracts that are currently in force, have already been signed but are not yet effective, or that will require the outlay of resources from the 2014-2015 budget, each department is to forward the college's official copy to either the

Office of the Vice President for Business Services or the Office of the Vice President for Instructional Services, as appropriate. Departments may retain contracts that have expired or additional copies of any contract as they desire.

GRAYSON COLLEGE  
CONTRACT AUTHORIZATION FORM

This form is to be used for every written document that requires a signature and that binds Grayson College to specific actions. The College President, or his designee, will be the final approval for each such document, and no such document will be effective without the signature of the President or his designee.

**Parties** (please enter the name of person or entity that is to sign and be bound by this contract):

**Purpose** (Please provide a brief narrative explaining the need for this contract):

**Payment** (Please enter the budget account(s) that will be affected, the budget effect for the current fiscal year, and the total budget effect throughout the life of the proposed contract):

Budget Account(s): \_\_\_\_\_

Current Year Budget Effect: \_\_\_\_\_

Total Budget Effect for Entire Contract: \_\_\_\_\_

**Retain Copy?** You may print a copy of the signed contract directly from the Google Drive, once scanned? \_\_\_\_\_

**Contract:** Please scan a complete original contract with this form and place in appropriate Google Drive folder. Email Giles Brown at [browng@grayson.edu](mailto:browng@grayson.edu) to notify him of contract to review and copy Marsha Starr at [starm@grayson.edu](mailto:starm@grayson.edu).

**Recommendations** (by signing below, each official recommends to the President that he execute the attached contract in its present form).

Originating Department:

Signature	Title	Date

Vice President:

Signature	Title	Date

V P for Business Services

Signature	Title	Date

**Approval:**

President or Designee:

Signature	Title	Date