

# Davis Applied Technology College: A Utah College of Applied Technology Campus Contract/Agreement Signing Policy and Procedures

**Effective Date: 29 November 2005**

**Administrative Policy**

Administrative Council Approval: 26 January 1999

Campus President's Council Approval: 29 November 2005

## 1. Purpose

The purpose of this policy is to ensure that all contracts and agreements of the Davis Applied Technology College: A Utah College of Applied Technology Campus (College Campus), are signed only after coordination and communication with appropriate College Campus Administrators.

## 2. Policy

It is the policy of the College Campus that all College Campus contracts and/or agreements will be signed by the Campus President or by his expressed designee. Requests for the Campus President to sign a contract or agreement should be only after complete understanding and consensus is achieved at the Division level.

## 3. Procedures

**3.1. Contract/Agreement Approval.** All contracts, agreements, or leases should be carefully discussed, reviewed and approved by the appropriate Division Vice President and fully endorsed and supported prior to submitting the document to the Campus President for approval.

**3.1.1. Contracts/Agreements with Financial Implications.** Any contract or agreement which has any form of financial implications to the institution must be reviewed and approved by the Vice President of Finance prior to submitting the contract or agreement to the Campus President for approval. Contracts which are for the purchase of goods or services within the current fiscal year and which are for items included in the approved budget are not required to be processed using this policy. All contracts for the purchase of goods or services must follow the requirements of the Purchasing Policy and Procedures.

**3.1.2. Contracts/Agreements Affecting Two or More Divisions.** Any contract or agreement which affects two or more College Campus Divisions should be coordinated with all affected Division Vice Presidents prior to submitting the contract or agreement to the Campus President for approval.

**3.1.3. Contract/Agreement Approval Form.** Any contract or agreement which has been approved by appropriate Division Vice Presidents should be submitted to the Campus President for review and approval along with a completed and signed contract/agreement approval form.

**3.1.4. Contracts/Agreements Signed by Campus President.** All contracts, agreements, or leases committing the College Campus in any manner should be signed only by the Campus President or by his expressed designee.

**3.2. State Custom Fit and Private Contract Training Agreements.** State Custom Fit and private contract training agreements may be submitted directly to the Campus President or his designee for signature. Any training agreement which appears to be outside of standard operating procedures or controversial in any way should be approved in accordance with the provisions of this policy relating to other types of contracts and agreements prior to being submitted to the Campus President for signature.



## Davis Applied Technology College Contract/Agreement Approval Form

Contract/Agreement with: \_\_\_\_\_

- New Contract/Agreement
- Standard Contract/Agreement
- Contract Renewal – Same as Prior Year
- Contract Renewal – Different from Prior Year

Explain what the contract is all about (or attach memo):

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What institutional policies were considered in reviewing this contract?

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Name of Employee Initiating Contract: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Program/Department Manager: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Does this contract/agreement have budget implications?  Yes  No

If yes, Controller Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Does this contract/agreement have human resource or personnel implications?  Yes  No

If yes, Human Resource Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Was this contract reviewed by the Attorney General's Office?  Yes  No

If yes, summarize comments or attach documentation from Attorney General's Office:

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Vice President of Instruction Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President of Operations Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President of Admin Services Approval: \_\_\_\_\_ Date: \_\_\_\_\_