



<b>BOARD POLICIES</b>
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<b>DIVISION</b>	<b>REFERENCE NO.</b>
VIII. Business Services	8.5.9
<b>CATEGORY</b>	<b>DATE</b>
8.5 Contract Policy	Adopted 8/07 Revised 4/10

**CONTRACT AUTHORIZATION**

It shall be the responsibility of the President through the Vice President for Administrative Services or his/her designee to maintain all contractual agreements in the Administrative office. All new contracts, renewals of contracts, and amendments to contracts are required to be signed for by the Vice President for Administrative Services or his/her designee. Any contract signed with an unauthorized signature will not be deemed as a valid contract unless approved in advance by the President through the Vice President for Administrative Services or his/her designee. Contracts include but are not limited to services of individuals possessing a high degree of professional skill, contracts for materials and work, contracts for maintenance and maintenance agreements, contracts for technology services, and contracts for services over a specific period of time.

Firms and/or individuals employed through said contract must follow the guidelines as set forth in Board Policy 2.2.3, Division II, 2.2 Nepotism Policy.