

POLICY: 6Hx28:5-07



Responsible Executive:
Vice President, Policy and General
Counsel

Policy Contacts: Director,
Contracts and Records

Specific Authority: 1001.64, F.S.
Law Implemented: 1001.64, F.S.

Effective Date: 11-18-1992

Last Date of Policy Review:
11-18-1992

Contracts

Policy Statement:

- I. The president is hereby authorized to sign, on behalf of the District Board of Trustees, all agreements, contracts, and other documents reflecting action previously approved or authorized by the Board specifically or pursuant to College policy.
- II. The president may delegate to Campus Provosts and Vice Presidents the authority to sign agreements, contracts, and other such documents for the provision by the College of educational services to external agencies and entities.
- III. The president may delegate to the vice president for administrative services the authority to approve normal operating purchases that cost less than the amount specified by the Board for bidding, and to sign business services agreements, contracts, and other such documents reflecting action previously approved or authorized by the Board specifically or pursuant to College policy.

Procedures:

- I. All agreements, contracts, and other such documents shall receive a legal review and approval as to form by the college attorney prior to their execution and delivery to external agencies and entities unless there is no substantive change from a previously reviewed and approved form.

- II. No agreement, contract, or other such document shall be executed by any person on behalf of the College which contains any provision for indemnification by the College to any person or entity without the legal review and approval by the college attorney.
- III. One (1) fully executed original of all agreements, contracts, and other such documents should be retained permanently in the office of the person executing the instrument on behalf of the College.

Policy History:

Adopted 12-11-74; Amended 12-15-82; Amended 11-18-92; Formerly 6Hx28:4-33; Formerly 6Hx28:04-25

Procedure History:

Adopted 11-18-92; Formerly 6Hx28:04-25

Last Date of Procedure Review: 11-18-1992