

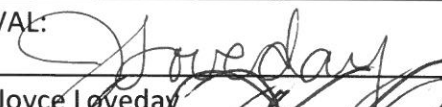
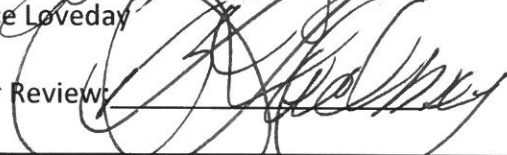
**CLOVER PARK TECHNICAL COLLEGE
POLICY & PROCEDURE**

CHAPTER	SECTION	TITLE	HISTORY		
3	16	AGREEMENT/CONTRACT REVIEW	Adopted 1999	Campus Forum	Reviewed
			Revised 2016		Next review 2021

POLICY

All contracts entered into between the College and an individual or organization, whether to provide a service to the College or receive a service from it, must be signed by the President or his/her designee prior to formal commitment. The Vice President for Finance and Administration serves as the President's designee for all contracts. A contract is a legally enforceable agreement between the College and another party whether or not it is entitled "contract". See the procedure for examples of contracts and exceptions to this policy.

Individuals who enter into contracts without the requisite authority may be personally liable for the obligations assumed under such agreements and may also be subject to disciplinary action, up to and including termination.

APPROVAL:	
By: 	Date: <u>8-9-16</u>
Dr. Joyce Loveday	
Board Chair Review: 	Date: <u>8-16-16</u>