

CCS Administrative Procedure

1.50.02-E Processing Contracts

Implementing Board Policy [1.50.02](#)

Contact: Grants & Contracts Manager, 434-5185

1.0 Purpose

The purpose of this procedure is to establish administrative processes for the drafting, review, and signing of CCS contracts. A contract is any agreement, memorandum of understanding, affiliation agreement, contract addendum or interagency agreement between two or more parties creating obligations that are enforceable or otherwise recognizable at law.

2.0 Limitations and Requirements

- 2.1 A proposed contractual relationship or transaction that would create an obligation for CCS must be memorialized by a written agreement.
 - 2.1.1 The contract must be approved by the CCS Grants and Contracts Manager.
 - 2.1.2 The contract may only be signed by the CCS administrator authorized to do so as specified in the CCS Delegation of Authority procedure adopted by the Board of Trustees.
- 2.2 The Grants and Contracts Manager may authorize the use of approved standardized contracts in situations where the same contract format is used repeatedly. For standardized contracts the authorization will waive the requirement for contract approval for each particular standardized contract.
- 2.3 A copy of every signed contract must be provided to the Grants and Contracts Manager.

3.0 Exclusions

- 3.1 Contracts pertaining to the purchases of goods or services are excluded from this procedure. See the Purchasing Department [web page](#) for additional information.
- 3.2 Leases of real property and the short-term rental of CCS facilities are excluded from this procedure. See the Grants and Contracts [web page](#) for additional information.

4.0 Related Information

- 4.1 [Delegation of Authority](#)
- 4.2 [Grants and Contracts web page](#)