

Davis Technical College

Contract/Agreement Signing Policy and Procedures

Effective Date: 9 April 2018

Administrative Policy

Administrative Council Approval: 26 January 1999

President's Council Approval: 29 November 2005

Revised President's Council Approval: 9 April 2018

1. Purpose

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

2. Policy

2.1. It is the policy of the College that all College contracts and/or agreements will be signed only by the College President, the cognizant vice president, or by an expressed designee. Requests for a final signature on 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 cognizant vice president and fully endorsed and supported prior to submitting the document for final approval.

3.1.1. Legal Review – The cognizant vice president is responsible to determine if the contract or agreement should have a legal review. If a legal review is deemed prudent or necessary, the cognizant vice president should have the contract or agreement reviewed by the Utah Attorney General's Office.

3.1.2. 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 Controller and the Vice President of Administrative Services prior to submitting the contract or agreement for final 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.

3.1.3. Contracts/Agreements with Human Resource or Personnel Implications – Any contract or agreement which has any form of human resource or personnel implications to the institution must be reviewed and approved by the Director of Human Resources and the Vice President of Administrative Services prior to submitting the contract or agreement for final approval. All contracts which call for additional employees must follow the requirements of the Hiring Policy and Procedures.

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

3.1.5. Contract/Agreement Approval Form - Any contract or agreement which requires approval by more than one Division Vice President should be submitted for review and approval along with a contract/agreement approval form. A contract or agreement which does not require coordination among Divisions does not require a contract/agreement approval form.

3.1.6. Contracts/Agreements Signed by Authorized Individual - All contracts, agreements, or leases committing the College in any manner should be signed only by the College President, the cognizant vice president, or by an 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 Vice President of Employer and Economic Development or designee for signature. Any training agreement which utilizes regular College faculty, labs, classrooms, or instructional resources should also be approved by the Vice President of Instruction. 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 for final signature.