CONTRACT APPROVAL

Purpose:
To communicate the approval process and the execution of contracts.

Policy:
Professional, Personal and Consulting Service Contracts with values less than $20,000 can be executed and approved on the local campus. A Contract (form S/N 5241 which can be obtained in the Office of Legal Affairs) shall be completed by the Department Head specifying the services being contracted for; the contracted company/individual shall sign the form, including their tax ID or social security number and address and a signed Code of Conduct. The completed contract shall be submitted to the Assistant Administrator for approval. If the Assistant Administrator concurs with the need for the contracted service and a funding source is identified, he/she shall sign off on the line labeled “Department Head.”

After approval by the Assistant Administrator, the contract shall be forwarded to the Hospital Administrator with explanation of the need for services and source of funding. If the Administrator concurs he/she will submit the completed contract (and the Code of Conduct) to the Office of Legal Affairs for approval. Requisitions for payment shall be sent to the Office of Legal Affairs for transmittal to Travel and Direct Pay.

Once contractual services have been rendered, the Assistant Administrator is responsible for ensuring the completion of an evaluation of services rendered and forwarded to the Office of Legal Affairs.

Refer to Administrative Directive: 4.2 for contracts above this funding level.

Administrator

4/18/12
Date

Approved by Clinical Board: 1/12/01, 6/18/02, 7/19/05, 9/16/08, 4/17/12
Written: 4/95
Reviewed: 8/97, 1/01, 5/05, 8/08, 4/12
Revised: 5/02, 6/05, 8/08, 4/12