

SECTION: General Information
SUBJECT: Contracts and Leases
SOURCE REFERENCE:

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CONTRACTS AND LEASES

All existing and/or new contracts and/or agreements (including leases) between the College and other institutions/agencies/organizations for services/programs/staff utilization must be properly prepared and initialed by the appropriate personnel indicating their approval. The initialed contracts or agreements must be given to the President and the Vice President of Finance at least two weeks in advance of expiration/renewal/submission date for execution.

The arrangement assures time to verify the legality of the documents, as well as time for the Vice President of Finance and the President to check budgets and other items binding the College. Health Sciences contracts with clinical agencies must be submitted to the Dean of Instruction and Student Services for recommendation of approval to the President.