

East Georgia College Contract Review Procedure

All Contracts Require the President's Signature and Prior Review by Legal Counsel

At this time, only the President is authorized to sign contracts, renewals, amendments, modifications and terminations on behalf of the College. This includes Construction Contracts, Memorandum of Understandings, Consulting Agreements, Collaborative Agreements, etc., that obligate East Georgia College. No member of the faculty or staff may sign any of the above documents without specific written authorization from the President of East Georgia College. State law provides that persons entering into contracts without complying with all applicable State laws and regulations become personally liable for any amounts due under those contracts.

Special Procedures for Purchase Contracts

The President has delegated authority for purchase contracts to the Vice President for Business and Finance. East Georgia College utilizes the Department of Administrative Services contract bidding thresholds to define the procedure for contract review.

When a need for goods and/or services is identified that may result in a purchase contract that exceeds or may exceed \$4,999 in value per fiscal year, the potential procurement must be presented to the Procurement Specialist **before any action is taken**. After review, the department will be advised of the proper course of action.

Any proposed purchasing contract for goods and services that does not exceed \$4,999 in value per fiscal year may be negotiated at the department level but will be subject to East Georgia College Purchasing Policy located on the EGC Intranet. Consultation with the Procurement Specialist is advised. A Departmental Request, details of the proposed purchase, all available purchasing documents (proposal, price estimate, etc.) as well as the contract relative to the proposed purchase must be submitted to the Procurement Specialist. The Procurement Specialist will review the proposed purchase and advise the department of any additional requirements and the approximate timeline for the purchase.

Performance under a contract must not begin until the contract has been approved and signed by the Vice President for Business and Finance. Performance includes taking any action which could be considered as consent to the contract and includes but is not limited to such actions as: making oral commitments, starting work, ordering products, receiving products, etc.

All contracts entered into in the name of East Georgia College are subject to the policies and procedures of the University System of Georgia Board of Regents. In addition, many of the college's contracts are subject to State purchasing regulations and to the statutory constraints on contracts entered into by State agencies.

All contract renewals, amendments, modifications and terminations must be submitted to the Procurement Specialist for review and will undergo the same contract review process as outlined above.

Contract Log and Calendar

After review and signature as indicated above, a copy of the fully executed contract will be sent to the department, and the original retained by the Procurement Specialist. For contracts over \$4,999, renewal, termination and other critical dates affecting the contract documents will be calendared by the Procurement Specialist and the department. The Procurement Specialist will maintain a contract log listing all contracts with commencement dates, critical dates and other pertinent information. The Procurement Specialist will be responsible for prompting the departments when critical dates are pending, and will notify Vice President for Business and Finance of the status. For contracts under \$4,999, the departments will be responsible for monitoring the relevant information and dates.

Any questions concerning College contracts should be addressed to the Vice President for Business and Finance (Ext. 2025) or Legal Counsel (ext 2165).