

Revision Responsibility: Associate Vice President for Business Services
Responsible Executive Officer: Vice President of Financial and Administrative Services

Source/Reference: [TBR Policy 1:03:02:10](#)
[TBR Guideline G-030](#)

PURPOSE

To define the requirements and the approval process concerning all Columbia State agreements and contracts

POLICY

- I. Columbia State adheres to Tennessee Board of Regents ([TBR](#)) [policy number 1:03:02:10](#) and [TBR guideline number G-030](#) relative to contracts. The TBR policy and guideline are incorporated in this policy by reference herein.

[TBR Policy 1:03:02:10](#)
[TBR Guideline G-030](#)

- II. The following individuals have signature authority for agreements and contracts on behalf of Columbia State Community College:
 - A. Director of Economic and Workforce Development: adjunct faculty, personal services and services delivery contracts for continuing education non-credit courses;
 - B. President: all other agreements and contracts.

PROCEDURES

- I. Initiation of Agreements/Contracts

- A. TBR Sample Contracts

The department for which services are to be provided will generally initiate the agreement or contract. To help assure compliance with TBR contract policy, the TBR sample contract should be used, when possible, as the basis for drafting a contract. Sample TBR contracts are included in [TBR Guideline G-030](#).

- B. Vendor-Provided Contracts

In some instances, the company or individual providing the services may require that its own contract form be used. This generally requires that the contract form

be reviewed and sections of the contract, amendments or addenda that are not in compliance with TBR policy be marked out and initialed.

C. Assistance in Drafting or Revising Contracts

Individuals needing assistance in drafting or revising contracts should contact the associate vice president for business services for assistance.

D. Required Number of Copies of Contracts

The following number of copies of contracts, all with original signatures, should be submitted for approval:

1. Contracts requiring only Columbia State approval: three original copies
2. Contracts requiring Columbia State and TBR approval: four original copies
3. Contracts requiring Columbia State, TBR and another state agency approval: five copies.

II. Submitting Contracts for Approval

- A. Contracts should generally be signed by the individual or company providing the services prior to submitting the contract for approval by Columbia State. **Therefore, it is very important that contracts conform to TBR sample contracts or that the individual submitting the contract has enlisted the assistance of the associate vice president for business services in drafting or revising a contract.**
- B. Contracts should be submitted to the associate vice president for business services, after review and approval by the appropriate vice president, along with a completed Contract Approval Form (Appendix A). The associate vice president for business services reviews contracts for compliance with TBR requirements and either returns the contract to the individual/department initiating the contract for revisions or forwards the contract to the appropriate individual(s) for signatures approval.
- C. Individuals submitting a contract should allow for a minimum of two weeks for review and approval of a contract if the contract requires no revision.
- D. Individuals or departments submitting multiple contracts at one time should allow additional time for review and approval. It is the responsibility of the individual initiating the contract to allow sufficient time for processing a contract prior to the time when services involved will be needed.

III. Logging and Numbering Contracts

After the appropriate signature authority has signed the contracts, contract numbers will be assigned and the contracts logged.

- A. Contracts signed by the president will be logged and numbered by the executive assistant to the president.
- B. Contracts signed by the director of economic and workforce development will be numbered and logged by the secretary of economic and workforce development.

IV. Distribution of fully executed Contracts

Fully executed contracts which have all the required signatures will be distributed as follows:

- A. One original copy to business services
- B. One original copy to the other party to the contract
- C. One original copy to the department originating the contract
- D. One original copy to the TBR, if TBR approval was required
- E. One original copy to the other state agency, if another state agency approval was required.