

CHANCELLOR'S DIRECTIVE

The Chancellor's Directives are presented as a series of clarifications and reminders to ACCD employees, vendors, students and others affiliated with our colleges regarding board policies and administrative procedures and their implementation. Please retain the directives as a quick guide to ACCD policies and procedures. As always, please let me know if you have further questions or recommendations for improvements.

TOPIC: **APPROVAL PROCESS FOR CONTRACTS \$10,000 OR LESS**

PURPOSE:

To provide a process that will expedite the approval of contracts that are valued at \$10,000 or less for external contracts where ACCD is entering into signed agreements **specifically and only** for the delivery of services.

ACCD CORE VALUES: Integrity, Communication, and Accountability

SCOPE:

All ACCD employees who are involved in the delivery of services using external funds shall be held accountable for using these procedures when executing a contract that requires ACCD to provide services or to purchase of those services that cost less than \$10,000.

DIRECTIVE

I. **Decentralized Approval for Threshold Amounts \$10,000 or less for authorized Administrators/Staff**

College Presidents will need to designate a Vice-President as the other person to sign contracts. Therefore, other than the President, the designated Vice-President will be authorized to sign those agreements up to \$10,000. Copies of the executed grant, contract, or agreement, below the threshold, shall be provided to the Office of Legal Affairs and the Grants and Contracts Department within 10 business days of execution to ensure that they are reported to ACCD Board of Trustees in the monthly grants and contracts report.

II. **Automatic Authorizations for (ALL) Continuation Contracts or Renewal Agreements**

Contracts over \$10,000 will either be signed by the Chancellor, Vice Chancellors or Presidents (CAM (Local)). Renewal contracts will not have to be reviewed by Legal Affairs unless a change in the content in the agreement has occurred. It is the responsibility of Project Directors to review renewal documents to validate and verify

contract information. If there are changes in a renewal grant or contract that document will be required to be submitted to Legal Affairs thru the Vice-Presidents of College Services as the point of contact. The concern is to ensure accountability on the part of the District and to further ensure documents do not contain language unacceptable for the Alamo Community Colleges nor does that language violate District policies and procedures.

III. Authorization for New Contracts or Agreements

First time contracts or agreements present the highest risk for the Alamo Community Colleges, as such, all new contracts or service agreements with an inherent value over the \$10,000 threshold amounts must be reviewed by Legal Affairs before the Chancellor, Vice-Chancellors or Presidents sign. Agreements should **not** be signed before they are sent to Legal Affairs for review. Please note that those individuals authorized to sign a contract or agreement can have Legal Affairs review the document at any time prior to signing.

In addition to the above statement all Presidents, who are responsible for the administration of grant/contract/agreement, may have items reviewed by Legal Affairs in advance of approving the grant/contract/agreement before accepting funds under proposed agreements.

SPECIAL NOTE: The same procedures can be used when contracts are executed to pay for services provided by consultants and other organizations working for Alamo Community Colleges.


CONSEQUENCES:

Failure to follow these procedures can and will result in the delay of contract execution and severe oversight requirements for future contracts.

APPLICABLE POLICIES, PROCEDURES, LAW, REGULATIONS AND CODES:

- Alamo Community College District Policies and Procedures
- State of Texas Policies and Procedures
- Federal Policies and Procedures

Approved:



Dr. Bruce H. Leslie, Chancellor

12.19.08

Date