

<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
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<b>BASED ON BOARD OF TRUSTEES’ RULE AND TITLE</b>	<b>DATE REVIEWED</b>	
6Hx7-2.25 Contracts, Grants, Agreements	May 16, 2016	



**Purpose**

The purpose of this procedure is to protect the legal interests of the College by requiring review by the Office of the General Counsel (OGC) of all contracts, grants or agreements before the authorized signer can sign and execute a document on behalf of the College. Both state and federal law have extensive legal requirements which govern execution, record keeping and expenditures related to contracts, grants or agreements. In addition, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Principles of Accreditation and policies and the Program Integrity Rules promulgated by the U.S. Department of Education and the Uniform Administrative Requirements, Cost Principles, & Audit Requirements for Federal Awards (Uniform Grant Guidance) mandate that the College affirmatively comply with a broad array of guidelines regulations and laws. This procedure ensures compliance.

**Procedure**

- A. All contracts, grants and agreements of any type, except as noted herein, regardless of title or lack of monetary exchange, shall be submitted to the OGC for review prior to execution. The OGC may require requests to be submitted through a Legal Service Request system established by the office.
- B. If necessary, the OGC will facilitate additional review of contracts, grants or agreements by other relevant College departments such as Human Resources, Risk Management, Finance and/or the College Provost/Vice President of Academic Affairs.
- C. Legal review of contracts, grants and agreements can vary in complexity and in the time required for review by other College departments; therefore, requests should be submitted as early as possible and should include all required documents.
- D. Using a current pre-approved standard contract downloaded from the OGC’s webpage in the employee portal is an exception to mandatory review by the OGC.
- E. This procedure does not apply to purchasing contracts unless review by the OGC is recommended by the Chief Business Affairs Officer, the Executive Director of Purchasing and Auxiliary Services or by a member of the College President’s Cabinet.
- F. Document management for all contracts, grants and agreements is set forth in APM 02-0701 and is the responsibility of each campus, center or office that has authority to enter into contracts, grants or agreements.



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REFERENCES: SACSCOC Principles of Accreditation and Policies; 34 Code of Federal Regulation § 668.5 and §668.43, Uniform Administrative Requirements, Cost Principles, & Audit Requirements for Federal Awards

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