

SECTION: General Information
SUBJECT: Contracts and Leases
SOURCE REFERENCE: GSCC Internal Policy

NUMBER: M/1.2

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 reviewed and circulated by the originator and other appropriate personnel using the *approval routing form*. (See **M/1.2-A**)

Time is needed to verify the legality of the documents, bid if necessary, seek Alabama Community College System approval if necessary, as well as time for the Dean of Financial and Administrative Services and/or the President to check budgets and other items binding the College.

Only the President has the authority to sign a contract to bind the College to the provisions and terms of a contract. Contracts signed by others will be binding only upon them individually and not as a representative of the College.

The original of the completed executed contract should be forwarded to Melissa Wilson who will send it to ACCS legal.