

CONTRACT MANAGEMENT POLICY AND REQUIREMENTS

Proper funding needs to be secured prior to pursuing any contract

An agreement between Augustana College and another party that is intended to be a binding obligation enforceable by law.

CONTRACT DEFINITION

- Should contain the terms and conditions under which goods or services are furnished by either party.
- The College shall be identified as Augustana College with its official address in all contracts.
- **Exceptions** - employment contracts and contracts involving financial aid and student loans.

CONTRACT REVIEW REQUIREMENTS

The office/department initiating a contract is responsible for reviewing the contract to ensure that the contract accurately reflects the intent and mutually agreed upon terms and obligations of the parties.

CONTRACT REVIEW PROCESS

General Counsel Review

- Reviews contracts greater than \$25,000.
- Legal review is available and encouraged for any contract, and required with contracts that may fall below the \$25,000 threshold but involve indemnification obligations or otherwise pose a risk to the College that requires allocation of that risk.

Director of Purchasing Review

- Reviews and signs all contracts \$5,000 or greater prior to execution.
- The Director of Purchasing is authorized to sign contracts totaling up to \$50,000.

Chief Information Officer Review

- Reviews contracts related to the purchase or acquisition of software/hardware Software that requires collection/ exchange of college data or needs to integrate with college IT systems.

CONTRACT APPROVAL AND SIGNATORY AUTHORITY

- * Contract approval authority and responsibility rests ultimately with the College's Officers and those other employees specifically delegated by the Board of Trustees.
- * Specific guidance can be found at the following link: <http://augustana.net/general-information/offices-and-services/purchasing/purchasing->

| Contract Approval and Authority Matrix | | |
|--|---------------------------------|---|
| < \$5,000 Spend | \$5,000 - \$50,000 Spend | > \$50,000 Spend |
| Department Head or Supervisor | Director of Purchasing | College President (Construction projects signed by CFO) |
| * Software\Hardware services requiring any Augustana data should be reviewed by CIO regardless of expense amount | | |

CONTACTS FOR ASSISTANCE

When initiating a contract for review please provide at least two weeks for the completion of the review process

Legal Matters Relating to Contracts

- Sheri Curran
- General Counsel
- shericurran@augustana.edu
- Tel - 309.794.8058

Purchasing Policies and Contract Process

- Malhar Saheed
- Director of Procurement
- malharsaheed@augustana.edu
- Tel - 309.794.7499

IT Related Contracts

- Chris Vaughan
- Chief Information Officer
- chrisvaughan@augustana.edu
- Tel - 309.794.7439