

## **CONTRACT MANAGEMENT**

The Treasurer's Office has the primary responsibility for the review and approval of contracts with third parties. The College requires any contracts/agreements with third parties in the amount of \$1,000 or more be reviewed and signed by the Chief Business Officer or the Chief Budget and Accounting Officer. Departments are encouraged to forward all contracts, regardless of dollar amounts, which have significant legal clauses or involve services or activities that might present higher risk. The Treasurer's Office will, when appropriate, solicit input from subject experts on-campus as well as legal advice from outside counsel.

Departments are also encouraged to contact the Treasurer's Office for assistance with creating specialized contracts, waivers and informed consent forms.

