



**Policy & Procedure No.5.003  
Nunez Community College**

**Title: Contract Submission and Approval**

**Effective Date: 01-23-2020**

**Last Revision Date:**

**Cancellation:**

**Department/Office: Business Affairs**

***Contract Submission and Approval***

A contract for Purchasing, Professional, Personal, and Consulting Services to be rendered shall be submitted to the Vice Chancellor of Finance and Operations (VCFO) who is responsible for insuring that the contracts are properly prepared and executed. The contract will be directed by the VCFO for the appropriate signatures for all services falling into the above-mentioned categories. In accordance with the Louisiana Community and Technical College System (LCTCS) Policy #5.003 the following criteria is applicable:

- The President of the LCTCS and the Chancellor shall be authorized by the Board to enter into Purchasing, Professional, Personal and Consulting Service contracts of less than \$50,000.
- Contracts valued at \$20,000 or less require only the approval of the Chancellor and inclusion on the quarterly report mentioned below.
- All contracts prepared, approved, and submitted by the Colleges for a dollar amount of \$50,000 or greater shall require the approval of the LCTCS System President, or his designee, and the approval of the LCTCS Board of Supervisors. The Colleges and System Office are responsible for submitting contracts to the Office of Contractual Review or other appropriate state agency for approval as required.

The College is required to submit a quarterly report of all contracts \$ 20,000 or less, but greater than \$ 2,000 to the LCTCS Chief Financial Officer/Chief Operating Officer for System Office Review. A comprehensive report of contracts for \$ 20,001 and greater and less than \$50,000 is required to be provided to the LCTCS Board of Supervisors on a quarterly basis.



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<b>X</b>	<b>Reviewing Council/Entity</b>	<b>Review Date</b>	<b>Effective Date</b>
X	Business Affairs	01-15-2020	01-23-2020
X	College Compliance Committee	01-15-2020	01-23-2020
X	Chancellor's Council	01-17-2020	01-23-2020

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***Chancellor's Signature/Approval***

SIGNATURE:   
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DATE: 01-23-2020

Tina M. Tinney, Ed.D.  
Chancellor