
	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
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## Purpose

The purpose of this procedure is to ensure that all contracts, grants or agreements entered into on behalf of the College are tracked and stored in a manner to ensure accountability and compliance with state and federal law and College rules and procedures. In addition, all instructional contracts, grants and other legal obligations entered into by the College must comply with the standards for accreditation established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) as well as all laws and rules established by the state, federal Department of Education and the Uniform Administrative Requirements, Cost Principles, & Audit Requirements for Federal Awards (Uniform Grant Guidance).

## Procedure

- A. The College engages in various types of agreements which result in legal obligations. Agreements are titled in different ways, including but not limited to:
  1. Contract
  2. Grant Award
  3. Agreement
  4. Memorandum of Understanding
  5. Affiliation Agreement
  6. Consortial Agreement
  7. Articulation Agreement
  8. Training Agreement
- B. As set forth in Board Rule 6Hx7-2.5 (Signing Authority) contracts, grants or agreements entered into by the College are only authorized to be signed by specific members of the College executive staff based on dollar value and content.
- C. Each campus, center, office or department, which is authorized to execute legal contracts, grants or agreements, must maintain a list of all current contracts, grants or agreements as well as an electronic and printed copy of each listed contract, grant or agreement including a saved copy of the final, signed and executed document. All contracts, grants or agreements must be maintained in accordance with the College's document retention and destruction procedures as set forth in APM 02-1403 (Records Retention and Disposition).

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- D. Any contracts that involve the delivery of a portion of an academic program by an outside agency or institution must be submitted to the Office of the College Provost, Office of Institutional Effectiveness and Accreditation and the Office of the General Counsel (OGC) pursuant to APM 02-0703 and will be maintained by the Office of Arts and Sciences and Articulation.
- E. Each campus, center, office or department of the College that is authorized to execute legal contracts, grants or agreements shall designate an individual who is responsible to maintain the contracts and will provide the name of the individual annually to the OGC by the first (1<sup>st</sup>) day of July. The OGC will request copies of any document, as needed.

REFERENCES: F.S. 1001.64, 1001.65, Uniform Administrative Requirements, Cost Principles, & Audit Requirements for Federal Awards

Adopted Date: January 9, 1997

Revision Date: March 5, 2013, July 23, 2015, May 16, 2016