

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 5.003

Title: CONTRACT SUBMISSION AND APPROVAL

Authority: Board Action

Original Adoption: 7/12/2000

Prior Revision: 9/8/2010

Last Revision Effective: 3/7/2012

A contract for Purchasing, Professional, Personal, and Consulting Services to be rendered shall be submitted to the appropriate official who is responsible for insuring that the contracts are properly prepared and executed. The contract will be signed by the appropriate Louisiana Community and Technical College System or campus official i.e.; president, chancellor or director, for all services falling into the above mentioned categories.

The President and each College Chancellor or Director 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 College Chancellor or Director 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 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.

Each institution shall submit a quarterly report of all contracts \$20,000 or less but greater than \$2,000 to the LCTCS Senior Vice President for Finance and Administration for System Office Review. A comprehensive report of contracts for \$20,001 and greater and less than \$50,000 shall be provided to the LCTCS Board of Supervisors on a quarterly basis.