Revision Responsibility: Associate Vice President for Business Services
Responsible Executive Officer: Vice President for Finance and Administration

Source/Reference: TBR Policy 4:02:01:00
TBR Guideline G-030

PURPOSE

To define the requirements and the approval process concerning all Columbia State agreements and contracts

POLICY

I. Columbia State adheres to Tennessee Board of Regents TBR Policy 4:02:01:00 and TBR Guideline G-030 relative to contracts. The TBR policy and guideline are incorporated in this policy by reference herein.

TBR Policy 4:02:01:00
TBR Guideline G-030

II. Only the President has signature authority for agreements and contracts on behalf of Columbia State Community College.

PROCEDURES

I. Initiation of Agreements/Contracts

A. TBR Sample Contracts

The department for which services are to be provided will generally initiate the agreement or contract. To help ensure compliance with TBR contract policy, the TBR sample contract should be used, when possible, as the basis for drafting a contract. Sample TBR contracts are included in TBR Guideline G-030.

B. Vendor-Provided Contracts

In some instances, the company or individual providing the services may require that its own contract form be used. This generally requires that the contract form be reviewed and sections of the contract, amendments or addenda that are not in compliance with TBR policy be marked out and initialed.

C. Assistance in Drafting or Revising Contracts

Individuals needing assistance in drafting or revising contracts should contact either the Contracts Director or the Associate Vice President for Business Services for assistance.

D. Required Number of Copies of Contracts

One electronic copy should be submitted for approval.

II. Submitting Contracts for Approval

A. Contracts should generally be signed by the individual or company providing the services prior to submitting the contract for approval by Columbia State. **Therefore, it is very important that contracts conform to TBR sample contracts or that the individual submitting the contract has enlisted the assistance of Business Services in drafting or revising a contract.**

B. Contracts should be submitted to the Contracts Director or the Associate Vice President for Business Services, after review and approval by the appropriate Vice President, along with a completed Contract Approval Form. The Contracts Director reviews contracts for compliance with TBR requirements and either returns the contract to the individual/department initiating the contract for revisions, or forwards the contract to the appropriate individual(s) for signatures approval.

C. Individuals submitting a contract should allow for a minimum of two weeks for review and approval of a contract if the contract requires no revision.

D. Individuals or departments submitting multiple contracts at one time should allow additional time for review and approval. It is the responsibility of the individual initiating the contract to allow sufficient time for processing a contract prior to the time when services involved will be needed.

III. Logging and Numbering Contracts

A. After the appropriate signature authority has signed the contracts, contract numbers will be assigned and the contracts logged and numbered by the Executive Assistant to the President.

IV. Distribution of fully executed Contracts

A. Fully executed contracts which have all the required signatures will be distributed electronically to:

1. Business Services
2. Other party to the contract
3. Department originating the contract
4. TBR, if TBR approval was required
5. Other state agency, if another state agency approval was required

December 1988; Revised: September 25, 1997; September 29, 1997 (titles updated only); May 28, 2001 (policy revised and new policy format); June 27, 2001 (signature authority for II.A under policy and III.B. under procedures changed to the Executive Director of Economic and Community Development) July 27, 2004 (updated titles), December 7, 2011 (new policy format, updated titles and corrected links); December 2020 updated format, reviewed and approved by Cabinet and signed by the President; updated, reviewed/accepted by Cabinet, approved/signed by the President July 2022. Ministerial changes updated May 2026.