



## **Policy No. 4-4**

### **Subject: Contractual Agreements and Delegation of Signature**

#### **Authority**

Last Revised: 06/30/2023

Historical Status:

Division	Policy Manager	Administrative Supervisor	Reference
Finance and Campus Operations	Vice President of Financial and Administrative Services	Vice President of Financial and Administrative Services	VCCS Policy Sections 4.0.0 through 4.0.7

#### **I. POLICY**

It is the policy of Virginia Highlands Community College (VHCC), as an agency of the Commonwealth of Virginia, to use the Office of the Attorney General (OAG) for legal representation. The College is delegated authority to accept contracts; however, it does not have the authority to accept certain terms and conditions. Only contract terms and conditions that have been reviewed and approved by the OAG for form and content shall be used.

In compliance with Sections 4 of the Virginia Community College System's (VCCS) Policy Manual, only individuals in the VCCS and the VCCS Shared Services Center (SSC) have been delegated Procurement and Contract Signature Authority for the VCCS, the SSC and all of the community colleges.

#### **II. PERTINENT INFORMATION**

- A. The policies and procedures on contracts are intended to help College employees who are presented a contract.
- B. No College employee is authorized to sign purchase contracts for the College or to make purchases on behalf of the College without the benefit of an approved purchase order.
- C. Employees violating this policy may be held personally liable for purchases and subject to sanctions.
- D. This policy does not apply to any personnel actions regarding faculty or staff.
- E. The VCCS Chancellor issues the SSC Delegated Procurement and Contract Signature Authority.
- F. The VHCC President issues a Delegation of Non-Procurement Authority.

#### **III. DEFINITIONS**

- A. Contracts: documents defining an agreement between two parties, whether as an employee, employer, vendor, provider, or recipient of goods or services. Contracts include affiliation agreements, memorandums of agreement, memorandums of understanding, facilities use agreements, and leases.

#### **IV. GENERAL GUIDELINES**

- A. This policy applies to all procurement documents and contracts entered into by the SSC on behalf of VHCC, including but not limited to the following: Leases, Facility Use and Occupancy Agreements, Contracts, Performance Agreements, Statements of Work, Memorandums of Understanding, and Equipment Rental Agreements.
- B. Contracts between the College and any firm in which a College employee has a material financial interest are prohibited unless the contract is a result of a public bid process.

#### **V. DELEGATION OF AUTHORITY**

- A. The College President has the authority and delegates to the Vice President of Finance and Administration the responsibility to establish procedures to meet the requirements of this policy.

### **APPENDIX**

#### **VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS**

- A. VCCS Policy 4.0

#### **VII. OPERATING REQUIREMENTS**

- A. Only the SSC and the VCCS Strategic Sourcing Manager have signature authority for Procurement (financial) contracts.
  - 1. These contracts must be entered using the eVA procurement system with any legal and binding documents attached.
- B. All non-procurement contracts should be routed to the Vice President of Finance and Administration for review and if deemed necessary, submission to the VCCS Systems Counsel Office for legal review and approval.