

Cosumnes River College Standard Operating Procedure

SOP TOPIC: Approval Process for Contracts/Agreements/MOU's Date: **06/15/06**

The following SOP is meant to ensure the proper review of all contracts that are being proposed for adoption. Before sending any proposed contracts to the VPA's office, the **AGREEMENT/CONTRACT APPROVAL AND ROUTING SHEET (GS 113 form - attached)** must be completed, signed and attached to the proposed contract. Additionally, the contract must be fully read and agreed to by the manager/supervisor recommending the contract. If there are any parts of the contract that are not understood by the recommending manager/supervisor, they must discuss these with the VPA prior to making the recommendation to execute the contract.

As a reminder, per Board Policy, college managers and supervisors are not authorized to execute any contracts or MOU's or agreements without going through this process (any type of agreement is in fact a contract).

[GS113-Agreement Contract Form](#)