

Aims Community College Procedure
Administrative Services
Contract Review & Termination

A. Contract Review

The Cost Center Manager responsible for coordinating a contract or agreement with an outside agency will route a copy of the contract along with a completed submission form to the Office of the Vice President of Administrative Services. Administrative Services will route the contract, electronically or through hardcopy methods, to Purchasing, the Vice President of Administrative Services [who can send to legal counsel or the IT department for review], and the President or the President's designee for review and approval. The approved contract is then routed as appropriate to the President, Executive Vice President (EVP), Vice Presidents (VPs), Executive Director of Human Resources (ED of HR), or Executive Director of Marketing and Communication (ED of MarCom) for signature if the dollar amount is under \$100,000, and only to the President or the President's designee if \$100,000 or more. The contract will then be sent to the outside agency for signature, if needed.

A contract is considered fully executed and in force only when signatures from Aims and the outside agency are obtained. Upon completion, the contract will be kept on file by the Office of the Vice President of Administrative Services and copies will be sent to all related internal and external parties, including the Purchasing department who can develop a Purchase Order for the expenditures if needed.

B. Contract Termination

In accordance with Policy 204, the President or his or her designees are authorized to contractually obligate the college. As such, the President or his or her designee has the authority to terminate contracts for the College. To terminate a contract, the Cost Center Manager responsible for the agreement will complete a termination form and send it, along with a copy of the contract, to the Office of the Vice President of Administrative Services for legal review. The President, or his or her designee, will effectuate termination according to legal advice and business necessity. The President terminates contracts over \$100,000 and the EVP, VPs, ED of HR, and ED of MarCom are authorized to terminate contracts under \$100,000.

Revision Approved: College Council, February 22, 2021

Revised: August 30, 2010

June 25, 2007

Adopted: March 17, 2005

Responsible Administrator: Vice President for Administrative Services

Administratively renumbered from 3-300F

See: [Contract Review Form](#)