

Policy 1030: DGB Contract Approval and Signature Authority

Original Adopted Date: May 28, 2025 Status: Approved

#### PURPOSE

The purpose of this policy is to detail the approval and signature authority for all types of contracts Santa Cruz Provisional Community College District may enter into and the accompanying procedures for the exercise of the authority delegated. This policy is informed by A.R.S §15-1444 (B) (4) which provides that the District Governing Board (DGB) may ‘... adopt such policies as are deemed necessary and may delegate in writing to the chancellor or president of the district, or their designees, all or any part of its authority to contract under this paragraph. Any delegation of authority under this paragraph may be rescinded by the district board at any time in whole or in part.’

The term “contract” as used in this policy and procedure(s) may encompass documents that are called something else, including, but not limited to agreements, memoranda of understanding, licenses, leases, rentals, sales of property, purchases, intergovernmental agreements, grants, educational services agreements, donations, and proposals and/or applications submitted to obtain a contract.

Any approval and/or signature authority delegated by the DGB will be provided solely to the CEO. The CEO may further delegate specific authorities to a limited number of high-level administrators as may be in the best interest of the District. However, the CEO remains responsible to the DGB for all delegated contract authority whether further delegated within the District or not. The CEO will be responsible for communicating all contract activities to the DGB as board meeting agenda items appropriate to the type of contract and established procedures.