

# Contracts and Leases

**(Reference: ACCS Policy 205.6)**

All existing and/or new contracts and/or agreements (including leases) between the College and other institutions/agencies/organizations for services/programs/staff utilization must be properly prepared and initialed by the appropriate personnel indicating their approval. The initialed contracts or agreements must be given to the Dean of Finance and then to the President at least two weeks in advance of expiration/renewal/submission date for execution. This timing allows for verifying the legality of the documents and checking budgets and other issues binding the College. Health Sciences contracts with clinical agencies must be submitted to the Dean of Instruction for recommendation of approval to the President. Only the President of the College can sign a contract or lease.