

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: Contracts and Agreements Requiring the President's Approval****EFFECTIVE DATE: July 1, 2000; Revised April 14, 2022; Revised September 1, 2026****Purpose**

The purpose of this policy is to establish the procedure for routing contracts and agreements to the President of Southwest Tennessee Community College ("Southwest" or "the College") for approval.

Policy

All contracts and agreements requiring approval by the President or the President's designee shall be submitted through the College's approved contract-routing process to the Vice President of Finance and Administrative Services or designee for compliance review before submission to the President or the President's designee for approval. When necessary or advisable, the Vice President of Finance and Administrative Services or designee shall coordinate review by procurement, legal counsel, grants administration, risk management, information technology security, or other appropriate College offices.

The Vice President of Finance and Administrative Services or designee will review contracts and agreements for concurrence with Tennessee Board of Regents ("TBR") Guideline G-030, Contracts and Agreements, and other applicable TBR policies, laws, regulations, and College requirements. The Vice President of Finance and Administrative Services or designee will forward contracts and agreements to the President or the President's designee with the information needed to make an informed decision regarding approval.

The President may delegate contract-approval authority in writing, subject to applicable TBR requirements and limitations. Any delegation shall identify the individual or position receiving the authority and the scope of the delegation.

Contracts and agreements may be routed and executed through College-approved electronic workflow and electronic-signature systems, consistent with applicable law, TBR requirements, and College procedures.

Contracts and agreements that do not meet applicable requirements may be renegotiated or revised. A record shall be kept of non-compliant contracts and agreements, including the nature of the identified concern and the recommended corrective action.

Fully executed contracts and agreements, together with required supporting documentation and approvals, shall be maintained in the College's designated contract repository in accordance with applicable records-retention requirements.

Responsible

Source of Policy: _____

Administrator: President

Related Policy: 1:03:02:20/12

TBR Policy 1.03.02.20

TBR Guideline Reference: G-030

Approved: 
President

Date: September 1, 2026