Contract Requirements for Approval

1. Please have all university signatures on the agreements prior to them reaching the executive level. The executive level includes: the President, Provost, all Vice Presidents and General Counsel. Not only does this demonstrate that the directors/deans are aware and approve of the agreement, it also saves time and the need to re-route the agreement.

2. If an agreement requires the signature of a member of the executive level and there is NOT a signature line already in place, please do the following:
   
   a. Write in the signature line on the original contract “Please see the attached for all University signatures pertaining to this contract”
   b. Print the signature line associated with the university department that is originating the contract and attach it to contract. You may delete any name that is not needed for your specific contract.

   Please see pages 3 and 4 of this document for examples pertaining to step 2a above. After steps 2a and 2b are complete, please continue routing the contract for appropriate approvals. This will eliminate any confusion where the executive member should sign. Signature lines for each VP of the university can be found on the Office of Legal Affairs website located at http://www.gcsu.edu/legal/contracts.htm. However, if a contract is written correctly there will be a signature line already in place for each signatory at Georgia College therefore the signature line inserts will not be needed.

   If the contract does not have all approvals listed in the above Section 3 of the document titled ‘GC Contract Procedures’ located at http://www.gcsu.edu/legal/contracts.htm, the contract will be sent directly to those individuals for signature. An email will be sent to the contract originator advising them the contract was sent to the specified individual(s) needing approval. Continued failure by an originator to route contracts for appropriate signature may cause contracts to be sent back to the originator for proper routing.

3. All contracts must have the approved Contract Routing Form completed and attached to the document(s) requesting approval. If the documents do not have this form attached, the contract(s) will be returned to the originator unsigned with a memo explaining why.
4. The Vice President for Administration and Operations requests ALL contracts needing his signature, including change orders and pay requests, to be reviewed and approved by the Office of Legal Affairs PRIOR to his final approval. Please send all above stated documents including the required Contract Routing Form to the Office of Legal Affairs. After approval from general counsel, the Office of Legal Affairs will forward the documents to the Office of Administration and Operations for final approval. See #2 if there is no signature line indicated for Dr. Jones.

5. The Provost & Vice President for Academic Affairs requests ALL contracts relating to Academic Affairs to have a signature line inserted for each the following levels:
   a. Department Chair → Dean → Provost
   b. Director → Assistant/Associate Vice President → Provost

6. The Vice President for External Relations and University Advancement, and the Vice President and Dean of Students, both request ALL contracts relating to University Advancement and Student Affairs to have a signature line inserted for each of the following levels (the approval process will also follow this same direction):
   a. Contract Originator
   b. Director
   c. Office of Legal Affairs
   d. VP for University Advancement or VP and Dean of Students
   e. VP for Administration and Operations

7. The Provost and Vice President for Academic Affairs, and the Vice President for Administration and Operations both require ALL contracts to follow the appropriate chain of command for approval; with final approval being their respected office.
Appendix
IN WITNESS WHEREOF, the Division and Contractor have executed this Agreement as of the date first above written.

STATE OF GEORGIA DEPARTMENT OF NATURAL RESOURCES
ENVIRONMENTAL PROTECTION DIVISION

BY: ___________________________
Judson H. Turner
Director

Georgia College and State University
BY: Please see attached document for university signatures
Paul Jones
VP for Administration and Operations