

## **CONTRACT REVIEW POLICY AND PROCEDURE**

All contractual agreements are to be sent to the Associate Controller - Grants & Contracts, for review. Please include a completed and signed [Contract Routing Form](#) with each agreement sent in for review.

Upon review, and satisfaction of insurance requirements, all written agreements will be signed by the College's authorized signing officer, and returned back to the requester.

It is the requester's responsibility to send the agreement back to the vendor for counter-signature. Once a counter-signed document is available, please send a copy back to the Business Office to be included in the master file.