



Level: University Policy  
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Policy Owner: Board of Trustees

Policy Implementation: President/Provost-VP for Academic Affairs

## **CONTRACT MANAGEMENT POLICY**

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### **POLICY**

The Athens State University Board of Trustees and the University will follow a disciplined process for entering into and managing all contracts and agreements, including a determination of the categories and types of contracts for which the Board retains authority for review and approval.

### **PURPOSE AND SCOPE**

All contracts that obligate Athens State University to expend Two Hundred Fifty Thousand and 00/100 Dollars (\$250,000) or more (or are reasonably expected, when entered into, to involve such an expenditure over the term of the contract) must be approved in advance by the Athens State University Board of Trustees, or by its Executive Committee, prior to being entered into by the University.

This policy shall not apply to: (a) contracts that solely concern (i) the purchase or sale of real property, or (ii) capital improvements (including the construction, alteration, remodeling, and/or changing of capital improvements), as those contracts are governed by the Board's other policies and resolutions (including the Board's Facilities Policy and its Resolution No. 1-07-19-2019); (b) employment contracts; or (c) multi-year contracts that the University may exit at any time without penalty and that involve expenditures of less than \$50,000 per fiscal year.

The Athens State University Board of Trustees will continue to follow a disciplined process for entering into and managing all contracts and agreements, including the Board's ongoing review of the categories and types of contracts for which the Board retains authority for review and approval.

The purpose of this policy is to delineate the authority of the President in developing and managing a disciplined contract process and to define the categories and agreements, which revert to Board authority for review and approval.