

CHAPTER 5: Administration

Policy 5I.1: Entering into Contracts

Part 1. Contract Definition

An agreement creating and defining the obligations between two or more parties the breach of which is enforceable by law.

Part 2. Authority

Please review [Procedure 1A.7/11](#) - Delegation of Authority for information regarding signing authority for contracts. Only those designated may enter into agreements on behalf of Anoka-Ramsey Community College.

Part 3. Consultant, Professional or Technical Services Contracts

A consultant, professional or technical contract means any agreement entered into for consultant, professional, or technical services usually on a short-term basis for a finite period of time and for a specific purpose(s).

The college may enter into Consultant, Professional or Technical Services contracts by following [MnSCU Procedure 5.14.2](#). The college has received authority to enter into individual Consultant, Professional or Technical Services contracts with a value of up to and including \$50,000 without system office approval. Contracts over \$50,000 require system office approval from the vice chancellor-chief financial officer.

Part 4. Educational Professional/Technical Instruction Services Contracts

The college President or designee has unlimited authority to enter into contract for Educational Professional/Technical Instruction Services. The President may delegate this authority to the Vice President.

Part 5. Customized Training Income Contracts

The college president or designee may enter into contracts to provide customized training or for short-term (usually less than one year) leases of instructional space or equipment without additional authorization. (See M.S. 136F.582 and future MnSCU Board Procedure 5.14.3.)

For information regarding other types of contracts or exceptions to the rule on authority, please contact the college Business Manager.

History:

07.2001 Amended

04.2004 Moved "Authority" to beginning; provided headings for each section; added "Consultant, Professional or Technical Services" to Paragraph 2 to distinguish college's authority to approve this type of contract up to

CHAPTER 5: Administration

\$50,000; changed MnSCU procedure reference from 5.5.1 to 5.14.2; added Parts 3 and 4 to identify level of authority for other contracts

10.2009 *Updating Vice President title, adding reference to Delegation of Authority procedure for signing authority and adding contract definition.*