

RCCD Internal Procedures for Processing Contracts  
January 2020 Update

The Chancellor



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4. The Department will: Make the necessary changes; obtain approval from the vendor for the changes, prior to placing the item on a Board agenda; and, prepare the advertisement for the item. (b) (7) (C), (b) (7) (D), (b) (7) (E)

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3. The GC will send A/C back to department indicating any adjustments needed.
4. If changes have been made to the original A/C, department will make sure vendor approves of the changes.
5. Once the A/C is in final form, the GC will give approval, by email that the document may go forward.
6. The Department will obtain the signature of the vendor on two (2) originals of the A/C. IF the department desires to keep a original of the document for their files, then three (3) originals are needed.
7. At College Level:
  - i. The College department will complete a Contract Transmittal Form and initiate a purchase requisition (type A) through Galaxy and send it, along with the vendor-signed copies of the A/C and the vendor's Certificate of Insurance (unless the insurance requirement has been waived by Risk Management, Safety & Police or Legal – see #3 below) to the College Vice President of Business (VPB), for general and budget review being to: Tel: (916) 244-5077 or (916) 500-1631 or (916) 544-9216 or (916) 244-5077

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- iii. Once signed, the Vice Chancellor of Business and Financial Services, will forward the documents to the Purchasing Department. One original will be kept on file in the Purchasing Office and added to the contract database. Copies will be made and distributed to Accounts Payable and the originating District department, along with a signed original. The originating District department will send the signed original of the contract to their vendor contact.
  
9. It is the processing Department's responsibility to obtain the Certificate of Insurance at the time the vendor is signing the A/C. The required Certificate of Insurance MUST accompany the Contract packet (#6.1.i and 6.2.i above). Otherwise, the packet will be returned to the sender and not processed until the Certificate of Insurance is received.

Keep in mind that the District's regular terms of payment are Net 30. If the individual or company that is being contracted with (vendor) requires payment terms other than Net 30, please indicate the desired terms of payment in the External Notes portion of the purchase requisierawd01 Tw 0.94 0

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### IV. Purchase Order Instead of Contract:

1. You do not need a written contract if your vendor does not require one and will accept a Purchase Order (P.O.) instead. Purchase Orders are legal agreements. Simply prepare your purchase requisition in Galaxy, making sure to include the following required information in your external notes:

#### For Services

- a) The purpose of the Contract/purchase order – be as descriptive as possible;
- b) The time period, whether it is one day or from \_\_\_\_\_ to \_\_\_\_\_;
- c) The not to exceed amount; and,
- d) Payment provisions, which may include reimbursable expenses and a rate listing.

#### For Product:

- a) The proposal or order confirmation number

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included.

2. Once signed, you will initiate an "A" type purchase requisition through the "modify Purchase Re

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NOTE: Process the required number of originals, which is at least 2, but the granting agency may require additional originals.

It is important to know that not only does an agreement/contract have to be approved, but the money the District will be receiving needs to be added to the District/College budget by Board action. So, as soon as possible after the grant has been awarded, contact the BO to start the process of adding the grant money to the District/College budget. The BO will help walk you through this process. If you need anyoneTh 0.73 0 Td (e)Tj 0.44 0 l