

## **Contract Approval Procedures**

This procedure is intended to detail appropriate steps and roles for City staff and board members in executing a contract between CCLT and another party. This procedure is intended for purchases requiring a contract or services agreement that exceeds \$1,000. The intent of the procedure is to ensure transparency of contract negotiation and effective stewardship of funding.

1. Upon CCLT Board approval of purchase or contract, City staff shall negotiate the terms of the agreement with the other party.
2. Once a final draft is agreed to by City staff and the other entity involved, the final agreement shall be brought before the CCLT Board for formal approval.
3. Upon formal Board approval of the contract, the President shall be authorized to sign the contract.
4. If the CCLT Board does not approve the contract, City staff will attempt to renegotiate the terms of the agreement as identified by the CCLT Board.