

04-11-00 Approval of Agreements

PURPOSE

To define the requirements and the approval process concerning non-personnel Nashville State agreements and contracts.

POLICY/GUIDELINE

I. Initiation of Agreements/Contracts

A. *TBR Sample Contracts*

1. The department for which services are to be provided will generally initiate the agreement or contract. To help ensure compliance with TBR contract policy, the TBR sample contract should be used, when possible, as the basis for drafting a contract. Sample TBR contracts are included in TBR Guideline G-030 or are available on the Nashville State Business and Finance Website.

B. *Vendor-Provided Contracts*

1. In some instances, the company or individual providing the services may require that its own contract form be used. This generally requires that the contract form be reviewed and sections of the contract, amendments or addenda that are not in compliance with TBR policy be marked out and initialed.

C. *Assistance in Drafting or Revising Contracts*

1. Individuals needing assistance in drafting or revising contracts should contact either the Administrative Secretary for Business and Finance or the Manager of Purchasing and Contracts.

D. *Required Number of Copies of Contracts*

1. One original copy and one electronic copy should be submitted for approval.

II. Submitting Contracts for Approval

- A. Contracts should not be signed by the individual or company providing the services prior to submitting the contract for approval by Nashville State. Therefore, it is very important that contracts conform to TBR sample contracts or that the individual submitting the contract has enlisted the assistance of the Office of Business and Finance in drafting or revising a contract.

- B. Contracts should be submitted to the Administrative Secretary of Business and Finance via the dynamic forms process so the review and approval by the appropriate Vice President is documented and a Contract Approval Form is created. The Manager of Purchasing and Contracts or the Vice President of Business and Finance reviews contracts for compliance with TBR requirements and either returns the contract to the individual/department initiating the contract for revisions, or forwards the contract to the appropriate individual(s) for signatures approval.
- C. Individuals submitting a contract should allow for a minimum of two weeks for review and approval of a contract if the contract requires no revision.
- D. Individuals or departments submitting multiple contracts at one time should allow additional time for review and approval. It is the responsibility of the individual initiating the contract to allow sufficient time for processing a contract prior to the time when services involved will be needed.

III. Logging and Numbering Contracts

- A. After the appropriate signature authority has signed the contracts, contract numbers will be assigned and the contracts logged. Contracts signed by the President will be logged and numbered by the Administrative Secretary of Business and Finance.

IV. Distribution of Fully Executed Contracts

- A. Fully executed contracts which have all the required signatures will be distributed electronically to:
 - 1. Business Office (e.g., Accounts Payable, Payroll, or Bursar)
 - 2. Other party to the contract
 - 3. Department originating the contract
 - 4. TBR, if TBR approval was required
 - 5. Other state agency, if another state agency approval was required

SOURCES

- [TBR 4.02.01.00 Approvals of Agreements and Contracts](#) (formerly 1:03:02:10)
- [TCA § 49-8-203](#); All State and Federal statutes, codes, and/or rules referenced in this policy
- [TBR Contracts Guideline G-030](#)

Approved by NSCC Cabinet 8/9/21