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LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE

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TITLE: SIGNATURES AND STORAGE FOR  
CONTRACTS, GRANTS, AND OTHER AGREEMENTS

NUMBER: PRO 2-13

REFERENCE: Board Rules 1.04 and 6.10

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**I. SIGNATURES**

The signature of the President or a Vice President is required on all contracts, agreements, memorandums of understanding, and grants.

- a. Contracts must be signed by the President or his designee and brought to the District Board for approval as required.
- b. Memorandums of understanding, operational agreements, grants in the form of performance agreements, and other agreements must be signed by the appropriate Vice President(s) and/or the President. These items are presented to the District Board as information or approval items as deemed appropriate by the originating Senior Administrator.
- c. Full grant applications (for example Title III, Title IV, NSF, etc.) must be signed by the originator, Chief Information Officer, (if technology is needed), Executive Director of Human Resources, (if staffing actions are required), the Executive Director of the Foundation, (if 501c3 is required), the Vice President of Academic Affairs, Vice President Enrollment & Student Affairs, and the Vice President of Business Affairs and Controller.
- d. When required by the granting agency, intention to apply for a grant must be submitted to the District Board for approval and the actual grant must be accepted by the District Board.

**II. STORAGE**

Original contract and agreement documents are stored in the Office of the Vice President of Finance and Administrative Affairs. Original grant documents are stored in the Planning and Research Office with copies to the originating office.

New: 10/19/2000

Revised: 03/31/2010, 02/22/2011