

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM  
Policy # 5.003

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Title: CONTRACT SUBMISSION AND APPROVAL

Authority: Board Action

Original Adoption: 7/12/2000

Prior Revision: 4/11/2012

Last Revision Effective: 2/12/2020

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Per L.R.S. 17:3351, “each postsecondary system management board as a body corporate shall have authority to enter into contracts and agreements with other public agencies with respect to cooperative enterprises and undertakings relating to or associated with college or university purposes and programs, in accordance with applicable laws.” Contracts for Professional, Personal, Social and Consulting Services to be rendered shall be submitted to the appropriate official who is responsible for ensuring that contracts are properly prepared and executed. The contract will be signed by the appropriate Louisiana Community and Technical College System or College official i.e., president, chancellor or their designee, for all services falling into the above mentioned categories.

The President and each College Chancellor shall be authorized by the Board to enter into Professional, Personal, Social and Consulting Service contracts of less than \$150,000. Contracts valued at \$20,000 or less require only the approval of the President or College Chancellor and inclusion on the quarterly report mentioned below. All contracts prepared, approved, and submitted for a dollar amount of \$150,000 or greater shall require the approval of the System President, or his designee, and the approval of the LCTCS Board of Supervisors. Contracts to any single vendor which are at or over \$50,000 are to be reviewed by LCTCS staff and/or legal counsel, as appropriate, prior to processing. The Colleges and System Office are responsible for submitting contracts to the Office of State Procurement or other appropriate state agency for approval as required.

Each institution shall submit a quarterly report of all contracts greater than \$2,000 but less than \$150,000 to the LCTCS.