

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 2.3.4.1  
Related Policy: 2.3.4  
Title: Institutional Contractual Agreements  
Responsibility: Vice President for Finance and Administration

Original Approval Date: 02-14-1996  
Last Cabinet Review: 01-17-2018  
Last Revision: 01-17-2018

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President

## I. Purpose

The purpose of the Procedure is to establish processes for review and reporting of institutional consortia relationships and contractual agreements involving Horry-Georgetown Technical College.

## II. Procedure

A. In the establishment of each consortia or contractual agreement, the originator of the agreement will document the purpose of the agreement in relation to the College mission. Annually, the Vice President for Academic Affairs will submit to the President for review the list of all institutional consortia or contractual agreements regarding educational services.

B. Annually, the Vice President for Finance and Administration will submit a list of all institutional contractual agreements for construction or services, which exceed \$25,000.00 to the President for review.

C. After the President reviews the contractual agreements, he/she will present the agreements to the Area Commission at the next available board meeting. Extended agreements will be presented for review annually.