

Contracts Approval & Contract Authorized Signatory Approval Matrix (Not Including Purchase Requisitions)

Agreement or Contract Type	Review & Approval Routing	YC Authorized
All agreements (* see exceptions) with terms and conditions, regardless of dollar amount, MUST be reviewed by a Procurement & Contract Services (PCS) Staff Member prior to execution and/or		
Agency Affiliation Agreement: An Agreement between YC and a local agency to provide students with clinical experiences.	1. Dean/ Director 2. Procurement Contract Owner (if any revisions to the YC template)	Dean/ Director (if no revisions to the YC Procurement approved template) OR Procurement Contract Owner (only required if any revisions to the YC template)
Articulation Agreement: An agreement between two colleges or universities that guarantees specific courses or programs from one institution will transfer and count towards requirements at the other, creating a smooth, pre-planned pathway for students, often from a community college to a four-year university, saving time and money.	1. Articulation and Transfer Associate Dean 2. Provost 3. Procurement Contract Owner (if any revisions to the YC template)	Articulation and Transfer Associate Dean or Provost (if no revisions to the YC Procurement approved template) OR Director of PCS/ Procurement Specialist (only required if any revisions to the YC template)
Contract: Any contract or document that requires Yavapai College to comply with any terms and conditions and/or references a website terms and conditions or lists a URL that takes you to the Suppliers Terms & Conditions. It will also most likely require a signature somewhere on the document and usually references an "Authorized Signer."	1. Procurement Contract Owner 2. Dean / Director	\$5,000 or less: Buyer (if Contract Owner) \$50,000 or less: Procurement Specialist or Director of PCS \$50,001 or more: Director of PCS
Credit Applications: Required by some companies before YC can do business with them. Many have terms and conditions they ask for YC to accept and sign. Our preference would be to send our standard document with our credit references.	1. Procurement@YC.edu 2. Procurement PO Owner (sends our standard credit reference document) 3. Procurement Specialist or Director of PCS (only if they do not accept 2 above)	Procurement Specialist or Director of PCS
Customer Construction Agreement (Line Extensions, Removals, Relocations, Conversion or Conduit (example APS): A contract that defines the terms, conditions, and payment responsibilities for a customer-requested project involving the electric system. The agreement is used when the standard utility infrastructure does not meet the college's needs, and the college must contribute financially to the required construction.	1. Facilities Director or Executive Director 2. Director of Procurement	Facilities Director or Executive Director, Vice President of Administrative Services or Director of PCS
Contingency Use Authorizations (C.U.A.'s): Formal permissions to use reserved funds or resources for unforeseen project issues (like cost overruns, scope changes, or delays) that aren't in the original plan, allowing projects to proceed smoothly without constant re-approval for minor issues, typically documented via a signed form by the construction lead.	1. Facilities Director or Executive Director	Facilities Director or Executive Director, Vice President of Administrative Services or Director of PCS
Easement Agreements: Legal contracts where landowners grant companies (such as APS) the permanent right to use a specific strip of land (a right-of-way) for building, maintaining, and accessing power lines and related equipment, ensuring clear access for APS while often allowing compatible land uses like landscaping, and are recorded like property deeds.	1. Facilities Director or Executive Director 2. Director of Procurement	Facilities Director or Executive Director, Vice President of Administrative Services or Director of PCS
Employment and Job Training Agreements (not Independent Contractor): An agreement between YC and another party to provide job training to a YC employee (e.g., NACOG Program for The Eatery).	1. HR 2. Dean/ Director	Dean/ Director
Experiential Education Agreement (Internship Agreement): An Agreement between YC, a local agency, and a YC student to provide the student with unpaid, uncredited internship experience.	1. Dean/ Director 2. Procurement Contract Owner (Only applies if there are changes to the standard YC template)	Dean/ Director
Facility Use Agreement – Off-Site: An Agreement that allows YC to use or rent the facilities of an outside entity, such as a local business or another college.	1. Dean/ Director 2. Procurement Contract Owner	\$5,000 or less: Buyer (if Contract Owner) \$50,000 or less: Procurement Specialist or Director of PCS \$50,001 or more: Director of PCS
Facility Use Agreement – On-Site: An Agreement, allowing another party to rent space on-site at one of YC campuses or centers (such as a local business or another college)	1. Residence Hall Director 2. Procurement Contract Owner (Only applies if there are changes to the standard template)	Residence Hall Director Facilities Rental & Events Assistant Director Director Strategic Initiatives & Special Projects 3rd Party Property Management Company (as applicable)
Grant Agreements: An agreement between YC and another party disbursing grant funds to YC, or in some cases where YC is disbursing grant funds to another party, which dictates the terms and conditions for the receipt and use of said funds.	1. YC Grants Office 2. Dean/ Director 3. Procurement Contract Owner	Director of PCS or Vice President
Independent Contractor Agreements - Low Risk and less than \$10,000 Annually: An Agreement between YC and an individual to perform services, such as a guest lecturer, performer, artist, athletic linesman, etc. Requires verification by the YC Business Office (email that the individual qualifies as an Independent Contractor.	1. Business Office Manager 2. Dean/ Director 3. Procurement Contract Owner (if ANY changes to the Procurement Approved Independent Contractor Agreement Template)	Dean / Director (or Accounting Manager) if no changes to the YC Procurement Approved Independent Contractor Agreement template, AND not considered a potential conflict of interest, otherwise (if there are changes or potential conflict): \$5,000 or less: Buyer (if Contract Owner) \$50,000 or less: Procurement Specialist \$50,001 or more: Director of PCS
Independent Contractor Agreement - High Risk and/or Greater than \$10,000: An Agreement between YC and an individual to perform services, such as a guest lecturer, performer, artist, athletic linesman, etc. Requires verification by the YC Business Office that the individual qualifies as an Independent Contractor.	1. Dean/ Director 2. Procurement Contract Owner	\$50,000 or less: Procurement Specialist or Director of PCS \$50,001 or more: Director of PCS
Intergovernmental Agreement (IGA): Between YC and another government agency, such as a school district or municipality.	1. Procurement Contract Owner 2. Outsourced Legal Counsel 3. Vice President 4. President 5. DGB	Outsourced Legal Counsel & DGB Chair
Job Order Contracting (JOC) Supplementals: JOC Supplementals bridge the gap between the master JOC contract and the individual, smaller projects executed under it. When changes need to be made at the project level, these supplementals define those changes and/or additional cost. Since the JOC contractors have been previously qualified and their contracts competitively awarded, Procurement does not need to sign these supplementals. Additional costs would run through the PO change order process where Procurement (and others) would approve.	1. Facilities Director or Executive Director	Facilities Director or Executive Director, Vice President of Administrative Services or Director of PCS
Lease Agreements for Employee Use* of YC Owned or Leased Facilities (Inspiration Apartments, RV Pad Rentals & RV Rentals)	Chief Human Resource Officer (with VP, Finance and Admin Services as a back-up)	Chief Human Resource Officer (with VP, Finance and Administrative Services as a back-up)
Lease Land Agreement: Between a landowner and tenant to allow use of the land for a set period of time.	1. Procurement Contract Owner 2. President 3. DGB (if 1+ years or >\$200,000)	President and/or DGB Chair
Memorandum of Understanding/ Agreement (MOU/ MOA): An Agreement between YC and another party containing the terms and conditions and each parties responsibilities.	1. Procurement Contract Owner 2. Director of PCS (if different from Procurement Contract Owner)	Procurement Specialist (if Contract Owner) or Director of PCS
Non-Disclosure Agreement (NDA): An Agreement between YC and another party that prevents YC staff, faculty, and/or students from sharing sensitive information with others.	1. Procurement Contract Owner 2. Dean / Director	Procurement Contract Owner or Director of PCS
Order Form / Statement of Work (SOW): An order form or statement or work for the purchase of any goods or services that contains terms and conditions, references a link to URL terms (or a Master Services Agreement (MSA) somewhere in the order form or SOW and/or requires a signature (regardless of the dollar value).	1. Procurement Contract Owner 2. Dean / Director	\$5,000 or less: Buyer (if Contract Owner) \$50,000 or less: Procurement Specialist or Director of PCS \$50,001 or more: Director of PCS
Services Agreement: An Agreement between YC and a supplier who will provide services to the college and requires YC to execute their Agreement.	1. Procurement Contract Owner 2. Dean Director	\$5,000 or less: Buyer (if Contract Owner) \$50,000 or less: Procurement Specialist or Director of PCS \$50,001 or more: Director of PCS
Software as a Service (SaaS Agreement): An Agreement between YC and a supplier who will provide Software as a Service (e.g., Salesforce, Oracle, Microsoft, Forms Software, Scheduling Software, etc.) to YC.	1. Procurement Contract Owner 2. ITS Manager 3. Dean / Director	\$5,000 or less: Buyer (if Contract Owner) \$50,000 or less: Procurement Specialist or Director of PCS \$50,001 or more: Director of PCS
Third Party Funding Agreement An Agreement between YC and a third party that is paying for classes on behalf of a student.	1. Business Office Manager 2. Dean/ Director 3. Procurement Contract Owner (if ANY changes to the Procurement Approved Third Party Funding Agreement Template)	Dean / Director (or Accounting Manager) if no changes to the YC Procurement Approved Third Party Funding Agreement template
Utilities Applications: Utilities applications refer to the provision and management of essential services that are considered vital to the college (e.g., electricity, gas, water, waste management, etc.) and are managed by the Facilities Department. These do not require signature by Procurement.	1. Facilities Director or Executive Director	Facilities Director or Executive Director, Vice President of Administrative Services or Director of PCS

Other Agreements: If your type of Agreement is not listed, please reach out to Procurement@yc.edu with questions.

**** Revised 06-09-26 ****