

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

Agreement or Contract Type	Review & Approval Routing	YC Authorized Signatory
All agreements (* see exceptions) with terms and conditions, regardless of dollar amount, MUST be reviewed by a Procurement & Contract Services (PCS) Staff Member <u>prior to execution and/or ANY commitment for goods or services.</u>		
<b>NOTE:</b> The " <b>Contract Owner</b> " is the PROCUREMENT Contract Owner and can be found on the Procurement & Contract Services (PCS) Website		
<b>Agency Affiliation Agreement:</b> 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) Procurement Contract Owner (only required if any revisions to the YC template)
<b>Credit Applications</b> 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.	Accounting Manager (if relating to a purchase <\$10,000) or Director of PCS (if relating to a purchase >\$10,000)	Accounting Manager (if relating to a purchase <\$10,000) or Director of PCS (if relating to a purchase >\$10,000)
<b>Experiential Education Agreement (Internship Agreement):</b> 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
<b>Facility Use Agreement – Off-Site:</b> 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) \$20,000 or less: Procurement Specialist or Director of PCS \$20,001 or more: Director of PCS
<b>Facility Use Agreement – On-Site*:</b> 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)	Facility Rentals & Events Property Manager	Facility Rentals & Events Property Manager
<b>Independent Contractor Agreements - Low Risk <u>and less than \$10,000</u> Annually:</b> 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 ( <b>or Accounting Manager</b> ) if <u>no changes</u> to the YC Procurement Approved Independent Contractor Agreement template, <b>AND</b> not considered a potential conflict of interest, <b>otherwise (if there are changes or potential conflict):</b> \$5,000 or less: Buyer (if Contract Owner) \$20,000 or Less: Procurement Specialist \$20,0001 or more: Director of PCS
<b>Independent Contractor Agreement - High Risk <u>and/or Greater than \$10,000:</u></b> 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	\$20,000 or less: Procurement Specialist or Director of PCS \$20,001 or more: Director of PCS
<b>Intercollegiate Athletic Contracts:</b> Agreements between YC and schools that our athletic teams compete against regarding scheduling of games, matches, tournaments, etc.	1. Head Coach 2. Athletic Director	1. Head Coach AND 2. Athletic Director OR AVP Community Relations OR VP Community Relations & Student Development OR Director of Procurement & Contract Services
<b>Intergovernmental Agreement (IGA):</b> 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
<b>Lease Agreements for <u>Employee Use</u>* of YC Owned or Leased Facilities</b> (Prescott Pines Rentals, Inspiration Apartments, RV Pad Rentals & RV Rentals)	Facility Rentals & Events Property Manager	Facility Rentals & Events Property Manager
<b>Lease Land Agreement:</b> 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
<b>Memorandum of Understanding/ Agreement (MOU/ MOA):</b> An Agreement between YC and another party containing the terms and conditions and each parties responsibilities.	1. Procurement Contract Owner 2. Vice President 3. President	Procurement Specialist (if Contract Owner) or Director of PCS
<b>Order Forms:</b> An order form for the purchase of any goods or services that contains terms and conditions, references a link to URL terms somewhere in the order form 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) \$20,000 or less: Procurement Specialist or Director of PCS \$20,001 or more: Director of PCS
<b>Services Agreement:</b> 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) \$20,000 or less: Procurement Specialist or Director of PCS \$20,001 or more: Director of PCS
<b>Software as a Service (SaaS Agreement):</b> 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) \$20,000 or less: Procurement Specialist or Director of PCS \$20,001 or more: Director of PCS
<b>Third Party Funding Agreement</b> 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 ( <b>or Accounting Manager</b> ) if <u>no changes</u> to the YC Procurement Approved Third Party Funding Agreement template
<b>Waiver of Potential Conflict of Interest:</b> A form required by a lawyer when their firm has represented or is representing both parties in an agreement they are asked to review.	Sr. Procurement Specialist (if Contract Owner) or Director of PCS	Sr. Procurement Specialist (if Contract Owner) or Director of PCS
<b>Other Agreements: If your type of Agreement is not listed, please reach out to <a href="mailto:Procurement@yc.edu">Procurement@yc.edu</a> with questions.</b>		

\*\* Revised 04-16-25 \*\*