

## 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 prior to execution and/or ANY commitment for goods or services. <b>NOTE:</b> The "Contract Owner" 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.	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
<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)	1. Residence Hall Director 2. Procurement Contract Owner (Only applies if there are changes to the standard template)	Residence Hall Director
<b>Independent Contractor Agreements - Low Risk and less than \$10,000 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). <b>Independent Contractor Agreement - High Risk and/or Greater than \$10,000:</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. 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) \$20,000 or Less: Procurement Specialist \$20,001 or more: Director of PCS
<b>Intergovernmental Agreement (IGA):</b> Between YC and another government agency, such as a school district or municipality.	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>Lease Agreements for Employee Use* of YC Owned or Leased Facilities</b> (Inspiration Apartments, RV Pad Rentals & RV Rentals)	1. Procurement Contract Owner 2. Outsourced Legal Counsel 3. Vice President 4. President 5. DGB	Outsourced Legal Counsel & DGB Chair
<b>Lease Land Agreement:</b> Between a landowner and tenant to allow use of the land for a set period of time.	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)
<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. Director of PCS (if different from Procurement Contract Owner)	Procurement Specialist (if Contract Owner) or Director of PCS
<b>Non-Disclosure Agreement (NDA):</b> 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
<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 (or Accounting Manager) if no changes to the YC Procurement Approved Third Party Funding Agreement template
<b>Other Agreements: If your type of Agreement is not listed, please reach out to Procurement@yc.edu with questions.</b>		

\*\* Revised 06-24-24 \*\*