



Policy No. 5.005
Northwest Louisiana Technical College

Contracts for Professional, Personal, Consulting and Social Services

Original Adoption: February 10, 2008
Effective Date: February 10, 2008
Last Revision: February 10, 2008

Contracts for professional, personal, consulting and social services by Northwest Louisiana Technical College (NWLTC) must be in the best interest of the College. They are to only be used when it is ascertained that no one competent to perform the services being sought is available within the resources of the College. All such contracts are administered in compliance with the provisions of this memorandum and the methods established by the Office of Contract Review, in accordance with the following regulations: Louisiana Revised Statutes, Chapter 16, *Professional, Personal, Consulting and Social Services Procurement*, Title 39, Sections 1482 – 1518 and the Division of Administration's Office of Contractual Review's *Procedures for Submitting Contracts for Professional, Personal, Consulting, Social Services and Interagency Agreements to the Office of Contractual Review for Approval*.

Faculty, staff, and student organization members are required to follow the methods and procedures specified in this memorandum regarding the use of contracts for professional, personal, consulting and social services. Only contracts for services obtained through these procedures are valid contracts of the College. ***Any contract entered into by a College faculty or staff member without receiving notification from the NWLTC Regional Office of Finance and Administration that the contract has received all necessary College and external approvals, as outlined in this memorandum, will be the sole responsibility of the person entering into the unauthorized contract.***

Policy Reference: LTC Policy #FS1930.315 Contracts for Professional, Personal, Consulting and Social Services

Approved:

Dianne Clark
Interim Director



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PURPOSE

To establish policies and procedures for administering contracts for professional, personal, consulting and social services entered into by Northwest Louisiana Technical College.

SCOPE AND APPLICABILITY

This policy and procedures memorandum applies to all employees and student organization members of Northwest Louisiana Technical College involved with contracts for professional, personal, consulting and social services, entered into by the College.

DELEGATION OF SIGNATURE AUTHORITY

The Louisiana Community and Technical College Office of Finance and Administration has authority to sign all contracts less than \$20,000 for personal, professional, consulting and social services entered into by the College as delegated by the Division of Administration's Office of Contractual Review, through the Board of Supervisors for the Louisiana Community and Technical College System (LCTCS).

Any contract entered into by a College faculty or staff member without receiving notification from the NWLTC Office of Finance and Administration that the contract has received all necessary College and external approvals, as outlined in this memorandum, will be the sole responsibility of the person entering into the unauthorized contract. Depending on the circumstances, employees entering into unauthorized contracts may be subject to disciplinary action.

DEFINITIONS AND CLASSES OF CONTRACTUAL SERVICES

Louisiana Revised Statute 39:1484 defines the following classes of contractual services: