

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

POST-BOARD APPROVAL CONTRACT PROCESSING INSTRUCTIONS

BOARD MEETING DATE: _____

SUBJECT/CONTRACT NAME: _____

SPECIAL INSTRUCTIONS FOR POST-BOARD APPROVAL HANDLING:

1. Print _____ (_____) copies of the grant documents (all pages)
 number numeral
2. Obtain signatures from Lorenzo Legaspi, Vice Chancellor of Business Services. Note that only **blue** ink may be used for signing contracts.

If additional signatory is required, check here. If alternative signatory is required, check here.

Name of additional or alternate signatory: _____

3. Scan signed contract to PDF for tracking purposes and place in Non-Executed Folder in CLPCCD-Contracts.
4. Make a copy of the signed document and send via interoffice mail to _____ (Assistant Name), Assistant to _____ (Direct Report), _____ (Department).
5. Send (#) original documents via FedEx overnight delivery to the following person and address:

_____ Phone: _____

6. Later, upon receipt of fully executed contract (signed by both parties), scan to PDF and save in Executed Folder pertaining to the correct college folder in CLPCCD-Contracts on the shared drive.
7. File hard copies at the District Office, so they may be identified for easy access.