CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

POST-BOARD APPROVAL CONTRACT PROCESSING INSTRUCTIONS

Boari	MEETING DATE:
Subje	CT/CONTRACT NAME:
SPECIA	AL INSTRUCTIONS FOR POST-BOARD APPROVAL HANDLING:
1.	Print () copies of the grant documents (all pages)
2.	Obtain signatures from Vice Chancellor of Business Services. Note that only blue ink may be used for signing contracts.
3. 4.	☐ If <u>additional</u> signatory is required, check here. ☐ If <u>alternative</u> signatory is required, check here. Name of additional or alternate signatory: If <u>insurance certificate</u> is required, check here. Attach if required. If <u>additional supporting documents</u> are attached, check here.
5.	Special Instructions:
6.	Scan signed contract to PDF for tracking purposes and place in Non-Executed Folder in CLPCCD-Contracts.
7.	Make a copy of the signed document and email to Assistant Name , Assistant to
8.	Direct Report Department Send (#) original documents via FedEx overnight delivery to the following person and address:
	Phone:
	Email:

9. Board approved contracts/agreements/MOUs, will be scanned and saved in contract-share drive at the District.