



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL POLICY

### TOPIC: CONTRACTS

<b>Policy No.</b>	FA-305	<b>Division</b>	Finance & Administration
<b>Related Procedure</b>	FA-305-PR	<b>Board Policy Ref.</b>	BP-FA-309B
<b>Related Policy</b>	P0-003	<b>Effective Date:</b>	January 24, 2008

### 1. PURPOSE AND SCOPE

The purpose of this document is to provide a set of guidelines for the negotiation and finalization of contracts and other agreements entered into by the College

### 2. POLICY

It is the policy of the College that all contracts which impose obligations on the College will be in writing and signed by the President or his or her designate.

It is also the policy of the College to enter into partnerships with organizations that will enhance the College's ability to meet its mandate in the development and delivery of post secondary education and training. Such organizations would include but not be limited to business, industry, professional associations, and other post-secondary institutions.

### 3. PROCEDURE

The General Counsel shall ensure that procedures are developed and implemented in accordance with this policy.

#### Approval History

Approved by President	March 6, 1998
Reviewed	January 24, 2008
Next Review	January 2012