

SECTION: 4.0 Administrative
SUBJECT: Contracts

Title: Review and Approval of Contracts

Background: All contracts must be processed through the office of the Vice President for Finance and Administration, who shall retain a copy of the original document, either in hard copy or electronically.

Point of Contact: Vice President for Finance and Administration

Other LC State offices directly involved with implementation of this policy, or significantly affected by the policy: President's Office

Date of approval by LC State authority: January 26,2026

Date of State Board Approval: N/A

Date of Most Recent Review: January 2026

Summary of Major Changes incorporated in this revision to the policy:

Clarified procedures and aligned with current approval limits in SBOE Policy V.I.

1. Policy Statement

- A. This policy establishes the processes for approving, signing, and executing all contracts to which the college is a party. Unless specifically excluded by this or another policy adopted by the Idaho State Board of Education, all contracts are subject to the requirements of this policy, and the policy includes all original contracts, amendments, grants, memoranda of understanding, agreements, alterations, modifications, corrections, changes and extensions. For clarity, this policy applies only to contractual agreements between the college and external entities; it does not apply to internal department-to-department arrangements or employee contracts or forms.
- B. The purpose of this policy is to:
 - i. Delineate required procedures to enter into and execute contracts binding the college.
 - ii. Avoid unplanned and unauthorized commitments by managing them centrally within the office of the Vice President for Finance and Administration.
 - iii. Provide notice to external parties of the requirements that must be satisfied to enter a binding agreement with the college.
 - iv. Clarify the college's limited delegation of signature authority for any document that binds the college legally under contract.
- C. This policy applies across all college departments and operations unless specifically provided otherwise herein.
- D. Any contract reviewed and authorized before this policy's adoption and in compliance with the then existing policy remains in full force and effect. Any contract not signed as of this policy's adoption is void and of no effect until reviewed and authorized as set forth under this policy. Any contract modification or extension made after adoption is subject to review and authorization under this policy.

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- E. Any individual who signs a contract in violation of this policy may be disciplined or terminated for cause.
- F. Under no circumstance will the college or the State of Idaho be bound to any new agreement that is entered into in any name other than "Lewis-Clark State College".
- G. Under no circumstance is the college or the State of Idaho bound to any agreement that is not signed by a party authorized to sign the agreement as provided in this policy.
- H. Under no circumstances may an employee obligate the college through a verbal agreement.
- I. Exceptions to this policy include contracts for travel such as rental car agreements, hotel accommodations, and conference registration. Agreements with rental properties such as Airbnb are not considered exceptions to this policy. Internal department-to-department arrangements or employee contracts or forms are exempt from this policy
- J. Except as expressly provided otherwise herein, the only party with authority to sign a contract is the President or the Vice President for Finance and Administration.

2. Procedures

- A. To secure approval of a contract and the signature of the party authorized to sign the contract on behalf of the college:
 - i. In instructional units, the employee initiating the contract review must first obtain the approval of the chair of the division initiating the contract review (or his or her designee) and the dean of the applicable school (or his or her designee).
 - ii. In non-instructional units, the employee must obtain the approval of the appropriate department head and the vice president (or his or her designee) before the contract is forwarded for contract review.
 - a) For example, if the employee initiating the contract review works in Student Affairs, approval must be obtained from their department head and the Vice President for Student Affairs before routing it to the office of the Vice President for Finance and Administration.
 - iii. Direct reports to the President and Vice President for Finance and Administration route contracts directly to the office of the Vice President for Finance and Administration.
 - iv. If an agreement involves resources or support provided by another department or division, consult with that unit prior to routing for approval.
 - a) Obtain approval from the IT Department on contracts involving Information Technology software, systems, and services. Refer to [Information Technology Software/System Purchases website](https://www.lcsc.edu/it/faculty-staff-resources/implementing-systemspurchasing-software) (<https://www.lcsc.edu/it/faculty-staff-resources/implementing-systemspurchasing-software>).
 - b) Obtain approval from the Controller's Office for contracts involving solutions or systems that accept payments.
 - c) Obtain approval from the Purchasing Department on contracts involving purchases at or exceeding \$10,000 for federally funded purchases, or \$20,000 for all others. Refer to [4.111 Purchasing Policy](https://www.lcsc.edu/policies) (<https://www.lcsc.edu/policies>).
 - d) Obtain approval from the Vice President for Student Affairs (or his or her designee) on contracts involving co-enrollment/co-admission or articulation/transfer agreements.

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- v. After the above routing and approvals are complete, the contract with approvals must then be submitted to the office of the Vice President for Finance and Administration or his or her designee for contract review and approval at Contracts@lcsc.edu. The contract must be submitted at least 5 business days prior to the signature deadline. In the absence of the Vice President for Finance and Administration, the contract may be routed to the President.
- vi. Contracts submitted will be reviewed and responded to as soon as reasonably possible, typically within 3 to 5 business days.
- vii. Upon review, the Vice President for Finance and Administration or his or her designee, may submit the contract to the college's legal counsel, State of Idaho Risk Management, Controller's Office, or other such agency or department as necessary for further review.
- viii. The Vice President for Finance and Administration or his or her designee will assist with contract negotiation upon request.
- ix. All contracts must be reviewed by the President, or the Vice President for Finance and Administration, or his or her designee, and at their request, legal counsel to assure compliance with Idaho Law and policies of the State Board of Education and Lewis-Clark State College.
- x. Contract review includes but is not limited to:
 - a) No contract which causes the State of Idaho and the college to indemnify or hold harmless the external party which is not permitted by Idaho law may be signed. Idaho Code §§ 59-1015, 59-1016 and 67-9213.
 - b) No contract subjecting the college to state law, jurisdiction or venue other than in the State of Idaho may be signed.
 - c) No contract waiving the sovereign immunity of the State of Idaho may be signed.
 - d) No contract limiting the time in which the State of Idaho or the college may bring a legal claim under the contract to a period shorter than that provided by Idaho law may be signed.
 - e) No contract consenting to a waiver of jury trial or to binding arbitration may be signed without specific approval of the President, or the Vice President for Finance and Administration, or his or her designee.
 - f) No contract subjecting the college to arbitration conducted outside of the State of Idaho may be signed. Idaho Code § 29-110.
 - g) No contract that contains a confidentiality requirement that does not provide an exception for circumstances where disclosure is required by law may be signed. The college is subject to Idaho Public Records laws, which require disclosure of certain records maintained by the college, with some limited exceptions.
 - h) No contract shall be signed if it requires the contractor to act in the capacity of a "diversity, equity, and inclusion officer" or to provide "diversity, equity, and inclusion training," as those terms are defined in Idaho Code § 67-5909D.
 - i) No contract requesting liability insurance from the college greater than \$500,000 may be signed, without the approval of risk management. The college is limited to insurance coverage provided through the State of Idaho, which is generally limited to \$500,000.
 - j) In certain situations, the college requires the other party to a contract to provide evidence of insurance coverage. Any deviation from standard insurance requirements must be approved by risk management. See the [Risk Management](#)

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[website](https://www.lcsc.edu/risk-management) (<https://www.lcsc.edu/risk-management>) for further information on insurance requirements.

- k) All contracts must be reviewed to determine whether there is liability regarding protected information, and any third party who holds protected Personally Identifiable Information (PII) must provide certification of compliance with applicable privacy and security standards. Additional certifications may be required based on the type of data involved, including but not limited to FERPA compliance for student educational records, HIPAA compliance for protected health information and PCI DSS compliance for payment card data.
- B. In addition to complying with the requirements described above, contracts obligating the college to payments in total, over 1 million and up to 2 million must be reviewed and approved by the Executive Director of the Office of the State Board of Education, according to SBOE Policy V.I.
- C. In addition to complying with the requirements described above, contracts obligating the college to pay over 2 million must be reviewed and approved by the Idaho State Board of Education, according to SBOE Policy V.I.2.a.
- D. In addition to complying with the requirements described above, contracts granting a real property lease interest to the college must be reviewed and approved by the Department of Administration pursuant to Section 67-5708, Idaho Code.
- E. In addition to complying with the requirements described above, contracts for the purchase, sale, or exchange of real property over 2 million and up to 5 million must be reviewed and approved by the Executive Director of the Officer of the State Board of Education, and the purchase, sale or exchange of real property over 5 million must be reviewed and approved by the Idaho State Board of Education in accordance with SBOE Policy V.I.2.b.

3. Exemptions

- A. A college department or unit or a specific type of contract may be exempted from this policy by the President or Vice President for Finance and Administration subject to the following requirements:
 - i. The exemption must be in writing, signed by the President or Vice President for Finance and Administration.
 - ii. Contracts involving the payment or receipt of \$10,000 or more by the college shall not be exempt unless an exemption specifying this amount is signed.
 - iii. The written exemption must be on file with the office of the Vice President for Finance and Administration.
 - iv. Approved internship agreement and other education-related templates may be signed by the Division Chairs, unless the agreement language is changed in any way, other than naming the parties, location or other fillable form fields. The approved agreement templates are located on the Academic Affairs website (<https://www.lcsc.edu/academic-affairs/internship-agreements>). Completed agreements must be routed to the office of the Vice President for Finance and Administration at Contracts@lcsc.edu for contract retention.
- B. Documents that consist solely of quotes, service orders, or similar materials used strictly for the purchase of goods—and that do not include any additional terms, require signatures, or otherwise obligate the college beyond payment—are exempt from the procedures outlined in

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this section. These documents should instead be routed through the standard purchasing process for review and approval.

4. Authority to Review and Sign Contracts

- A. The President or the Vice President for Finance and Administration may delegate review and/or signing authority to a college employee over which she or he has direct oversight.
 - i. Such delegated authority must be in writing and a copy of the delegation of authority retained by the office of the Vice President for Finance and Administration.
 - ii. Individuals with delegated signing authority are listed on the Signature Authority section of the [Administrative Services website](https://www.lcsc.edu/administrative-services) (<https://www.lcsc.edu/administrative-services>).
- B. Before signing any contract, the signing party must confirm that the contract was submitted and reviewed in accordance with this policy.

5. Contract Performance

- A. College departments or units entering into contracts are responsible for ensuring that all business terms and service obligations are performed by the vendor throughout the duration of the contract. The Vice President for Finance and Administration, or his or her designee, is available to assist with discussions regarding contract performance with third parties.

6. Contract Retention

- A. The office of the Vice President for Finance and Administration shall retain, either in hard copy or in electronic format, copies of all contracts signed on behalf of the college. The office shall further maintain an index of agreements and contracts signed for reference.