

SECTION 400.13  
CONTRACTUAL SERVICES

When non-payroll, contractual services are requested, an *Agreement for Contractual Services Form* must be completed and submitted to Administrative Affairs for approval. Upon receipt of services, a voucher payment form is submitted, along with the *Agreement for Contractual Services Form* to Administrative Affairs Office for payment.

Any contract not listed below and all lease agreements must be signed by the President and/or Vice President. Administrative Affairs shall be provided a copy of all lease agreements. The following positions have signature authority in the stated areas:

1. Information Technology Director - software site licensing and campus information technology projects. Definition of information technology includes, but is not limited to hardware, software, services, and supporting infrastructure to manage and deliver information using voice, data, and video.
2. Athletic Director – equipment rental agreement, game day services, contest officials, and bus drivers
3. Physical Plant Director – equipment rental, agreements and contracts pertaining to building and grounds
4. Housing Director – agreements and contracts pertaining to housing
5. Student Life Coordinator - student activities
6. TrainND Director – agreements and contracts pertaining to Workforce Training
7. College Relations Director – advertising, recruiting, and marketing agreements

All contracts that contain a hold harmless clause or that indemnify another party and software contracts (including freeware that exceed \$2,500) must be approved by legal counsel pursuant to State Board of Higher Education Policy 840.

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**History**

Administrative Council Approved Update 08/20/02  
Administrative Council Approved Update 07/07/15  
Administrative Council Approved Update 03/21/22