

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 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. If *insurance certificate* is required, check here. Attach if required.
4. If *additional supporting documents* 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 send via interoffice mail to _____, Assistant to
Direct Report Department Assistant Name
8. Send (#) original documents via FedEx overnight delivery to the following person and address:

_____ Phone: _____
9. 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.