

THIRD PARTY AGREEMENT POLICY (approved 11/26/2013)

PSCS employees must abide by the following policy when engaging in discussions which may result in Third Party Agreements, including agreements that will be signed directly by PSCS. Third Party Agreements include agreements, contracts, grants (including grant applications and proposal submissions), memoranda of understanding and memoranda of agreement. They generally result from the following relationships between PSCS and a third party:

1. Where PSCS purchases or otherwise acquires items, whether or not through procurements;
2. When PSCS provides for the sale of items or services, including educational services;
3. Work with federal, state or local government agencies through contracts, grants or other agreements; and
4. Academic partnerships and collaborations, including articulations with other educational institutions or organizations or teaming agreements.

Additionally, PSCS may enter into Third Party Agreements with other entities to either perform or receive other services not detailed above.

Review and Maintenance

Third Party Agreements must be reviewed by the Board of Trustees and at their discretion referred to legal counsel for a legal opinion before they are signed. Once signed, all Third Party Agreements must be maintained in school files.

General Signature Authority

With a majority vote of approval from the Board of Trustees, the Director or Chairman of the Board have signature authority to enter into Third Party Agreements for PSCS.