

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.