



## **CONTRACT APPROVAL POLICY**

**Issue Date:** June 2, 2006

**Revision Date:** September 10, 2012

**Revision Date:** August 19, 2016

**Revision Date:** July 14, 2023

### **Purpose**

During the course of their activities, Rocky Mountain Section of the American Water Works (RMSAWWA) committees hold seminars, training sessions, etc., at locations throughout the states of Colorado, New Mexico, and Wyoming. Contracts for services at these events are typically required. The Section may also have contracts. The purpose of this policy is to provide guidelines for contracting with these venues and/or for services associated with these events, for both committees and/or the Section.

### **Policy**

All RMSAWWA committees may conduct seminars, training sessions, etc. to support the purposes of the committee. Any and all contracts for goods or services needed by a committee and/or the Section, in support of its purposes must be reviewed and signed by either the RMSAWWA Executive Director, Chair, Chair Elect, or Treasurer. These four individuals are also the only persons with the authority to sign a contract on behalf of the committee, and/or the Section. Prior to execution:

- Contracts having a value of less than \$5,000 need to only have one review and one signature.
- Contracts having a value of \$5,000 to less than or equal to \$20,000 shall be reviewed by a minimum of two and signed by one.
- Contracts having a value over \$20,000 shall be reviewed by two and signed by two.

If the value of the contract is greater than \$20,000, a representative of the AWWA National office may be consulted if an opinion is needed. Only people allowed to sign contracts are these four.