



Inter-office Memo

TO: Faculty and Staff

DATE: Wednesday, October 26, 2016

SUBJECT: Contracts

A simple reminder....

No vendor is allowed to begin work on Campus without a contract signed by both parties. Vendors, without a signed contract, will be ask to leave until all paperwork has been completed (i.e.: signed contract, insurance and E-verify, if over \$2500).

When it comes to contracts, please plan ahead. All contracts require the review and signature of the Vice President for Fiscal Affairs, Mr. Nick Henry. You cannot sign the contract.

Please allow at least two weeks for Fiscal Affairs to review, as some contracts may require the additional review and approval of the Board of Regents legal department.

Thank you for your time with this matter,

Mr. Jamie L. Petty
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