

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

POST-BOARD APPROVAL CONTRACT PROCESSING INSTRUCTIONS

BOARD MEETING DATE: July 16, 2019

SUBJECT/CONTRACT NAME: Ratification of Amendment to Grant Agreement No. 18-206-001 - California Community Colleges Chancellor's Office, District-Economic Development

SPECIAL INSTRUCTIONS FOR POST-BOARD APPROVAL HANDLING:

1. Print (0) copies of the grant documents (all pages)
number
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: ****Signed documents sent out to CCCCCO in advance – need only scanned copy in CLPCCD shared folder****

6. Scan signed contract to PDF for tracking purposes and place in Non-Executed Folder in CLPCCD-Contracts.

7. Make a hard copy of the signed document and send via interoffice mail to Elaine Colvin, EDCE.

8. Send (0) original documents via FedEx overnight delivery to the following person and address:
number

Phone: _____

9. 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.