

ECC CONTRACT/AGREEMENT PROCEDURES

A contract/agreement requesting Department Head/Chairman/Administrator forwards their contract to the appropriate AVP for discussion/approval. Upon approval, the appropriate AVP then forwards six (6) ECC department/outside agency signed contract originals to the AVP/Finance (Rick Schott) along with a memo of their approval. The appropriate AVP provides the appropriate EVP / CAFO the contract to place on the ECC Board of Trustees (BOT) agenda, “pending county attorney approval”, in a timely manner.



The AVP Finance logs the contract on the ECC Contract Log he maintains and forwards the six (6) original contracts (or a copy of the contract if changes are imminent) to the Assistant Erie County Attorney for approval. The Assistant Erie County Attorney approves the contract or makes written modification recommendations and returns the contract to the AVP Finance. The AVP Finance logs the contract return date and document number and resolves any attorney contract issues with the appropriate AVP and/or parties to the contract. AVP Finance provides CAFO (Bill Reuter) the six (6) signed contracts to secure the President’s signature and logs same. All six (6) signed contracts are returned to the AVP Finance by CAFO and logged.



On a recurring basis the ECC contract log will be made available at the President’s staff meetings for EVP/AVP review/comment.



After the BOT Meeting, the CAFO contacts the AVP Finance with respect to the BOT approved contracts. AVP Finance then distributes the executed contracts as follows:

- Assistant Erie County Attorney
- Outside Agency
- ECC Department
- ECC EVP/AVP
- ECC AVP – Finance
- Presidents Office (copy)