

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Administrative

POLICY NO: 04-007

SUBJECT: Facility Contracts

EFFECTIVE DATE: January 1984

Policy:

All agency contracts shall be reviewed and approved by the CEO.

Procedures:

1. All contracts shall be submitted through the appropriate department director.
2. The department director will review the contract according to the contract cycle and submit it along with recommendations, to the CEO.
3. The CEO will secure a legal opinion as needed.
4. All original contracts will be maintained in a fireproof file in the CFO's office.
5. Factors considered in reviewing contracts include avoiding conflict of interest, avoiding rebates and kickbacks, pursuing fair pricing that benefit both the supplier and purchaser, competing fairly, transparency and observing laws and regulations.
6. For any contracts involving federal award dollars, those contracts will be subject to the policy set forth in policy # 04-004 "Federal Grant Procurement".