

STATE CONTROLLER POLICY

REVIEW AND APPROVAL OF STATE CONTRACTS

DELEGATED INSTITUTIONS OF HIGHER EDUCATION

- 1) **Review Authority.** Institutions of Higher Education (IHEs) may review and approve State Contracts as set forth in the State Controller's delegation letter.
- 2) **Legal Review.** A legal review by the Office of the Attorney General or designated Special Assistant Attorney General is required for each of the following State contracts or contract amendments:
 - a. Any contract, or agreement used to settle a dispute and any amendment used to modify a settlement agreement.
 - b. Any contract involving a disbursement made in violation of CRS §§24-30-202(1) or (3), which prohibit payments being made prior to the approval of a commitment voucher by the State Controller or delegate, and prohibits obligations against the State in excess of, or for any expenditure not authorized by, an appropriation, or other legal spending authority.
 - c. Any contract that does not contain a maximum value.
 - d. Any contract or amendment having an total value of more than \$100,000.
 - i. IHEs may adopt internal policies setting lower values
 - ii. Office of the State Controller may include a lower amount specified in the delegation agreement.
 - e. Any multi-year contract that contains an option or maximum amount for any year that exceeds or is expected to exceed \$100,000, unless otherwise specified in the delegation agreement.
 - f. Any master task order contract.
- 3) **Institution Controller Delegate Responsibilities.** The State Controller delegate shall comply with CRS §24-30-202(2), applicable Fiscal Rules and Policies issued by the State Controller, and institution policies regarding State Contracts and procurement.
- 4) **Routing.** Please see OSC Policy entitled "Routing of Contracts".

David J. McDermott, CPA
State Controller