

COLORADO COLLEGE CONTRACT AUTHORIZATION GUIDELINES

AMOUNT	TYPE	AUTHORIZATION	REVIEW PERIOD (Business Days)
0–\$2,500	One-time/non-recurring	Employee	
\$2,501–\$10,000	One-time/non-recurring	Director -level	
\$10,001–\$25,000	One-time/non-recurring	Division VP	
\$25,001–\$250,000		VP/Finance	10 days
\$250,001–\$500,000		President	30 days
\$500,001+		Board Approval	60 days
0-\$25,000	Development (donations, grants)	VP/Development	
\$25,001+	Development (donations, grants)	VP/Finance	30 days
0-\$2,500	Summer Programs	Employee	
\$2,501-\$25,000	Summer Programs	Dean, Summer Programs	
\$25,001+	Summer Programs	VP/Finance	10 days
Any Amount	Intellectual Property	VP/Finance	15 days
Any Amount	Construction Contracts	VP/Finance	15 days
Any Amount	Real Estate Contracts (sale, lease, use, rental, donation)	VP/Finance	30 days
Any Amount	Personnel Contracts	HR	10 days