

TATC Contracts, Agreements, Memo of Understanding (MOU's) - Retention and document detail Procedure as of March 4, 2016.

NEW PROCEDURE:

Each major area of responsibility at TATC will be held accountable to record and retain their own area respective Contracts/Agreements/MOU's. The Supervisor of each area should instruct others on how and/or who will handle this new procedure within their own area of responsibility.

Master Log with a "TAB" for each defined area will be maintained by that respective area.

The log is located at:

z:\Contracts and Agreements\Master Log - TATC contracts agreement mou's

Do NOT change the name or format please, it should remain the same for all areas.

Defined Areas:

Administration

Instruction

Finance

Student Services

Marketing

Facilities

IT

Custom Fit (not daily CF work, only unique TATC/CF agreements)

Business Resource Center

PROCESS for each each area to follow:

1. Record in the Master Log the facts of the document.

Finance has pre-populated some of the tabs to reflect documents that Finance is aware of at this time. Carrie in Finance, has the documents associated to those listed on each tab, please see her to obtain those in order to begin the new procedure. She also has others that have not been entered and will provide those to you as well.

2. A FOLDER for each area is also set up under z:\Contracts Agreements MOUs.

Scan "original" contract/agreement/mou into the respective area folder (you can also create more sub-folders by category if it helps to organize the scanned copies - for example: "service" or "software"):

3. Retain the "original" in a file, clearly marked in case others need to find it.
4. Attach a copy of the Contract/Agreement/MOU to any Requisition for purchase and/or check request that is given to Finance.

5. HISTORICAL LOG: up through about 2011:

There is also an ARCHIVED excel file called "ARCHIVED Contracts Log- through 2011". It is saved in this same shared directory. It was historically maintained by Finance. This log has 5 different tabs representing 5 Binders currently stored in Finance. The "index" column on this file shows the "log book number then the tab within that book" for example 05-019 means Log book 5, tab 019 is the location of that line item.

There is also a "MOU" binder in Finance.

Please feel free to check out these binders if it will assist you moving forward.