



# CGA CONTRACTING REQUIREMENTS

## **Effective Immediately**

1. Only authorized CGA representatives may sign contracts on behalf of CGA. Each of the following officers of CGA are expressly authorized: President, Vice-President and Secretary. In addition, individuals who receive express written authorization from CGA may sign contracts on behalf of CGA using CGA's standard Services Contract form and General Terms, when the obligation incurred by CGA is not in excess of \$5,000 total.
2. Any contract that purports to obligate CGA for an amount in excess of \$5,000 **must be** submitted to the CGA office for approval. It is not acceptable to attempt to structure a single contractual obligation into two or more separate contracts in order to subvert this requirement. Individuals found doing that will lose further authorization.
3. Any proposed contract that is not in the CGA form with standard General Terms must be referred to the CGA authorized officers for review and signature. No other individuals (whether having general written authorization) shall have authority to sign any contract purporting to obligate CGA.
4. No authorized CGA representative shall sign any contract in which Bloomsburg University is identified as a party. Bloomsburg University is a separate legal entity. CGA has no authority to obligate Bloomsburg University. The appropriate party for CGA contracts is Community Government Association or Community Government Association of Bloomsburg University.
5. **CGA must be provided with a proposed contract with sufficient time to review and act upon it.** If it is the standard CGA Services Contract and General Terms normally 2 weeks will be sufficient. However, if it is a non-standard form or deviation of the General Terms, **30 days is required**, as CGA may seek legal review. (additional fees may apply)
6. CGA reserves the absolute right not to honor any purported contract that has been executed in violation of these CGA Contracting Requirements.