

REDBUD HEALTH CARE DISTRICT PROCEDURE

Title: Contracts

1.0 Purpose

To define the requirements for preparation and authorization of all District contracts.

For the purposes of this procedure, “contracts” includes professional services agreements, consultants agreements, leases, group purchasing agreements, rental agreements, service agreements, etc.

2.0 Procedure

- 2.1** The need for a contract shall be established by the Board based upon a request by any individual Board member.
- 2.2** Funding requirements and availability shall be reviewed by the Board.
- 2.3** Completed contracts shall be submitted to the Board for final approval.
- 2.4** Authorized contracts shall be signed by both the President and the Secretary of the Board prior to issue.
- 2.5** All checks issued for payment by the District must have two signatures, the Administrative Manager and an authorized Board member or two authorized Board members.

Approved by _____
President, Board of Directors

Date _____