

GRAYS HARBOR COLLEGE
Administrative Procedure

Subject: CONTRACT REPORTING

Administrative Procedure Number: 501.04

Date Adopted: 2/9/2021

Per RCW 39.26.210, Grays Harbor College is required to annually report contracts and amendments to the Washington State Department of Enterprise Services. The intent of the law is to provide contract transparency to the public.

In order to comply with RCW 39.26.210, the Grays Harbor College Purchasing Office will be the central depository to maintain a copy of all contracts executed by the College, except for employment contracts.

Employees signing contract on behalf of the college are required to deposit a copy of the fully executed contract with the Grays Harbor College Purchasing Office, including a copy of all contract attachments, exhibits and amendments soon after the contract is fully executed.

The Grays Harbor College Human Resources Office will be the central depository to maintain a copy of all employment contracts.

Definitions:

“Contracts” fiscal, non-fiscal, revenue, and procurement agreements entered in to with one or more persons or businesses and Grays Harbor College.

“Amendment” written agreement, modifying a reportable contract with a substantive change. A substantive change is one that modifies the original contract cost, scope, or period of performance.