

§600 CONTRACTS

Parishes and agencies regularly enter into contracts of varying dollar amounts with a variety of individuals and companies. Such contracts can include leases for copiers and related maintenance contracts, contracts for janitorial services and contracts with amusement companies for carnivals. Most of these contracts have been drafted by the person or organization with which the parish or agency is contracting and, as a result, contain provisions that are not beneficial to the parish or agency. While the dollar amount of these contracts may not always be significant, these contracts can create liability and problems that are significant and that may not be anticipated at the time the contract is signed. Therefore, it is strongly recommended that the Office of Legal Services (“OLS”) review these contracts for a parish before they are signed. OLS can highlight provisions that may be problematic for the parish or agency and can negotiate changes to the contract on behalf of the parish with the individual or company that drafted it.

§601 CONTRACTS UNDER \$20,000

601.1. Policy All contracts under \$20,000 shall be signed by a Pastor, Principal or Agency Director unless appropriate written delegation is given by the Pastor, Principal or Agency Director.

§602 CONTRACTS \$20,000 AND OVER

602.1. Policy All contracts \$20,000 and over shall be signed by a Pastor or Department Director and the Archdiocesan Director of Finance or the Chancellor. (See §2000 for contract requirements regarding the Parish Finance Committee.)

§603 REVIEW OF CONTRACTS

603.1. Policy It is strongly recommended that all contracts, regardless of amount, be reviewed by the Office of Legal Services.

Procedures

- a) Repetitive contracts (for example, service contracts regularly entered into by agencies such as Liturgy Training Publications or Food Service Professionals, and employment contracts like those for teachers and principals) once reviewed, need not be examined again unless substantive changes are present.

§600 Capital Expenditures

- b)** Contracts for a term of more than one year, leases, and construction contracts must use standard Archdiocesan forms., when available (For further information on leases, see Book V, §2502.3)
- c)** The Office of Legal Services will ensure that all contracts submitted for review are returned to the parish, agency, or school in a timely manner.