**EDWIN FAIR COMMUNITY MENTAL HEALTH CENTER, INC.**

 **CONTRACTS WITH BUSINESSES AND AGENCIES**

 **OUTSIDE EDWIN FAIR COMMUNITY MENTAL HEALTH CENTER**

**POLICY:**

All contracts and agreements involving the center shall be approved by the Executive Director. Contracts awarding funding and large dollars must be approved by the Board of Directors on recommendation of the Executive Director.

**PROCEDURE:**

Approved Contracts/Agreements can only be signed by the center's Authorized Agent, the Executive Director. Any other signature is invalid.

Funding contracts, such as with the Oklahoma Department of Mental Health and Substance Abuse Services must be approved by the Board of Directors.

Contracts involving the purchase or selling of property or vehicles must be approved by the Board of Directors.

Contracts with employees and contractors conducting regular business of the agency within the guidelines of the approved budget will be approved and signed by the Executive Director. Any contract involving employment or services outside of the regular budget must be approved by the Board of Directors.