

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ADMINISTRATION

CONSULTANTS

POLICY 2320
ADOPTED: 01/22/91

The College will employ consultants to provide needed specialized knowledge and skills. Consultants will be employed for a specific time and service. The President will include in each annual budget an account for consultants.

The President will approve all consultants except those hired directly by the Board of Trustees.

The President will approve of all consultants up to \$5,000.00 per service and inform the Board of Trustees of his/her action.

The President will recommend as an action item all consultants over \$5,000.00 per service. The Board must approve. Departments must have available monies in the Board approved budget prior to entering an agreement with a consultant. Exceptions must be approved by the Board.

Written agreement must be provided for all consultants. The Business Office will issue payment only according to the agreement. The department vice president(s) utilizing the consultant must issue a report, written or oral to the President indicating that the consultant services have been completed and that a bill has been received by the College with a recommendation that payment be made.