

STATE CONTROLLER POLICY

MODEL CONTRACTS

- 1) **Approved Model Contracts.** The Office of the State Controller encourages the use of Model Contracts and has created approved models for the following types of agreements:
 - a. Personal Services,
 - b. Information Technology,
 - c. Interagency,
 - d. Grants, and
 - e. Real Property Leases for essentially unimproved land not requiring review by the Office of the State Architect-Real Estate Programs.
- 2) **Use of Approved Model Contracts.** Agencies shall use these Model Contracts, unless they obtain approval from the State Controller to modify them to address specific Agency needs.
- 3) **Modifications to Approved Model Contracts.** Agencies shall minimize the number of modifications to Model Contracts, and shall document any modifications to the file for review by the State Controller.

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State Controller