

STATE CONTROLLER POLICY

REVIEW AND APPROVAL OF STATE CONTRACTS

DELEGATED INSTITUTIONS OF HIGHER EDUCATION

- 1) **Legal Review.** A legal review by the Office of the Attorney General or designated Special Assistant Attorney General **is required** for each of the following State contracts or contract amendments:
- a. Any contract, or agreement used to settle a dispute and any amendment used to modify a settlement agreement.
 - b. Any contract involving a disbursement made in violation of CRS §§24-30-202(1) or (3), which prohibit payments being made prior to the approval of a commitment voucher by the State Controller or delegate, and prohibits obligations against the State in excess of, or for any expenditure not authorized by, an appropriation.
 - c. Any contract that does not contain a maximum value.
 - d. Any contract or amendment having an annualized value of more than \$100,000, unless otherwise specified in the delegation agreement.
 - e. Any multi-year contract that contains an option or maximum amount for any year that exceeds or is expected to exceed \$100,000, unless otherwise specified in the delegation agreement.
 - f. Any master task order contract.
- 2) **Institution Controller Delegate Responsibilities.** The State Controller delegate shall comply with CRS §24-30-202(2), applicable Fiscal Rules and Policies issued by the State Controller, and institution policies regarding State Contracts and procurement.

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State Controller