

MEMO

DATE: April 14, 2023
TO: Algonquin College Administrative Staff
FROM: Paul Gardner, Internal Control
SUBJECT: Continuous Support for Contract Review and Approval

In support of the [Delegation of Contract Signing Authority Policy \(BG II-06\)](#) approved in April of 2022, over the 2022-23 fiscal year, eight Contract Review and Approval training sessions were delivered – these sessions were attended by more than 200 College Administrators.

Combined with results from the “Test Your Knowledge” quiz, feedback from the training has helped continuously improve each subsequent session.

We’re now announcing the launch of a new Administrator Contract Review and Approval training that is asynchronous and self-paced.

Use the following link to access the self-paced **Contract Review and Approval course**:

<https://employeelearningcatalogue.algonquincollege.com/course/694/contract-review--approval>

Further, we’re very glad that Administrators are using contractadministration@algonquincollege.com to get assistance with their contract review and contract Executive Summary preparation. Based on your questions and requests, we’ve identified a need for help with determining when contracts should be sent for Specialty Review.

To help with making the Specialist Review determination, we have developed a Specialty Reviewer – Decision Tree tool.

Use the following link to access the **Contract Review – Specialty Reviewer – Decision Tree tool**:

<https://www.algonquincollege.com/finance-administration/contract-review-and-approval-including-executive-summary/>

Additional resources pertaining to *Contract Review and Approval* can be found on the Internal Control webpage at: <https://www.algonquincollege.com/finance-administration/internal-control/>

Paul Gardner,
Internal Control