1. **Purpose**

This policy establishes uniform standards and procedures for requesting, approving, and recording contracts.

1. **Definitions**
	1. **Contract** means any written agreement between the County and another party that is intended to be legally binding regardless of whether or not the document is labeled or characterized as a "contract," "agreement," "memorandum," "letter of understanding," "statement of understanding," "grant application," "donation form," “resolution,” or any other term.
2. **Policy**
3. Except as otherwise provided for in the Weber County Code, no contract shall be made or entered into on behalf of or in the name of Weber County or a department of the County unless the contract is in writing and has been approved by the County Commission and executed by the chair of the County Commission or his or her designee.
4. The County Commission may by ordinance delegate authority to the purchasing agent or other County officers to execute certain contracts.
5. In accordance with County ordinances, any contract that is executed in violation of this policy shall be considered void.
6. If any public funds have been expended pursuant to a voided contract, the amount expended may be recovered in the name of the County in an appropriate legal action. Any contract executed in violation of this policy and that is not ratified by the specific action of the County Commission may result in:
	1. the personal obligation and liability for the contract of the officer, deputy, or employee of the County who executed the contract, and/or;
	2. disciplinary action against the officer, deputy, or employee of the County who executed the contract.
7. **Procedures**
8. County departments shall work with the Attorney’s Office Civil Division and the Purchasing Division to create/approve all contracts entered into by the County.
9. Once a contract is approved by the Attorney’s Office, the Purchasing Division, and the Clerk/Auditor’s Office, the department shall send the contract to all the parties to the contract for signatures. When possible, the County Commission shall be the final party to sign the contract.
10. A representative of the department shall attend the Commission meeting to present the contract and answer any questions the County Commission may have in regard to the contract. At the County Commission’s discretion, the contract may be approved, denied, or held for further consideration.

DATED this day of , 2022.

BOARD OF COUNTY COMMISSIONERS OF WEBER COUNTY:

 Scott K. Jenkins, Chair

ATTEST:

Ricky Hatch, CPA

Weber County Clerk/Auditor

Approved as to form and legality:

Deputy County Attorney