

<b>Contract Administration</b>	<b>POLICY</b>	
	<b>Document Number:</b>	FRS-PL-033.1
	<b>Version Number:</b>	01

**1.0 Purpose:**

To ensure that all contracts are administered consistently.

**2.0 Scope:**

This Policy applies to all VTA departments and all vendors participating in the established VTA procurement process.

**3.0 Responsibilities:**

It is the responsibility of the Purchasing and Materials Manager to draft and obtain approval of this policy to assure organizational understanding and compliance with this Policy.

**4.0 Policy:**


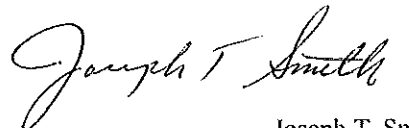
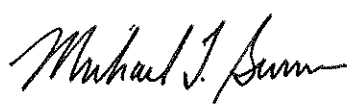
4.1 All contracts shall be administered consistently and in a manner that assures compliance with the terms of the contract and all prevailing laws, rules and regulations.

4.2 The Purchasing and Materials Manager shall draft policies and procedures relating to the administration of contracts.

**5.0 Summary of Changes:**

No change to Policy requirements. This Policy was updated to the new format.

**6.0 Approval Information:**

<i>Prepared by</i>	<i>Reviewed by</i>	<i>Approved by</i>
 Thomas B. Smith Purchasing and Materials Manager	 Joseph T. Smith Chief Financial Officer	 Michael T. Burns General Manager

5/11/11  
Date Signed