

**PROCEDURES FOR SUBMITTING
AFGE CONTRACTS, LEASES, AGREEMENTS APPROVALS, etc.**

Updated February 1, 2019

The following procedures must be followed for submitting contracts, leases and other agreements (referred to here as “contracts”) for review, approval and signature.

1. Each contract¹ MUST be submitted first to GCO for legal review with a cover memo or email that MUST spell out:
 - a. The ***purpose*** of the contract;
 - b. The ***cost*** of the contract (or the approximate cost for an event/hotel contract);
 - c. A statement indicating whether the contract is ***new or a renewal/extension*** of an existing contract); and,
 - d. What ***budget*** account should be charged for the cost of the contract.
2. ONLY the National President is authorized by the AFGE Constitution to sign any contract on behalf of AFGE.
3. All contracts must have the correct name and title in the signature block: J. David Cox, Sr., National President.
4. All hotel contracts must be with UNION HOTELS. Whoever negotiates the hotel contract is responsible for verifying that it is a union hotel.
5. All **HOTEL** contracts ***must*** have the following clause included in the contract.

“Notwithstanding any other provision in any contract or agreement between the parties, in the event that the Hotel is designated by a labor organization as engaged in a labor dispute, the AFGE may cancel this Agreement without cost or penalty.”
6. All contracts must be submitted to the General Counsel’s Office for review to determine legal sufficiency. Attention: Towanna Mitchell, Mitcht@afge.org. GCO provides legal review; we do not negotiate contract terms.
7. The outside vendor or other party to any contract should sign the contract ***before*** it is presented for signature by the National President, whenever possible.
8. **Allow 5 - 7 days for processing and completion.** RUSH jobs must be the exception, not the rule, and cannot always be accommodated.
9. Upon legal review and approval, your contract will be submitted by the GCO to the NPO for final approval and signature.
10. Upon final approval and signature from NPO your contract will be sent to you via email, mail, and/or pick up. Please allow enough time for processing.
11. Once you have a completed contract with all required signatures from all parties (an executed document), forward to Towanna Mitchell at mitcht@afge.org.

¹ Please note: a proposal or a quote is usually not a contract. Once you negotiate a proposal or receive a quote, ask the vendor to provide a hard copy of the written contract. AFGE is not set up to handle electronic or online contracts.