

## ATTACHMENT B



# OREGON DEPARTMENT OF CORRECTIONS

## CONTRACT ADMINISTRATOR RESPONSIBILITIES FORM

**Name:** \_\_\_\_\_

**Contract Number:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

You have been named the Contract Administrator for the above mentioned Contract or Agreement.

As Contract Administrator, you have certain duties and responsibilities which remain solely upon you to discharge appropriately and in accordance with Oregon Department of Corrections (DOC) Policy 30.3.3 - Contract Administration, regardless of whether you delegate any of these duties to someone else. If delegating, you must monitor and ensure that your delegate(s) are monitoring the contract performance and fulfilling DOC's part of the contract.

Ramifications of failure to appropriately administer a contract could result in over expenditure of department funds. Negligent or fraudulent expenditures may result in personal financial responsibility or disciplinary action, up to and including dismissal pursuant to OAR 291-026-0050.

By signing this document, you are agreeing that you understand your responsibilities as the Contract Administrator and are willing and able to perform the required tasks. This document will become a part of the official records.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please sign and date this document and return a copy to the Contracts Unit.