The Chancellor revised Section VII. Legal Affairs Procedures of the Lone Star College Policy Manual. The notice and comment period for the policy was open to the public from October 13, 2021 to November 15, 2021. The procedure was posted for public comment at http://www.lonestar.edu/proposed-policies.htm. Commenters could anonymously submit comments to LSC-PolicyFeedback@lonestar.edu. There were three comments.

**Comment 1:** If a PO is not a contract, does that mean the terms and conditions will not be applicable any longer? If a PO is not a contract, then if a purchase is made for good only to be delivered, does that mean a contract would be needed?

**Response 1:** See Response to Comments 1-3 below.

**Comment 2:** Section 2 Definitions – Contracts: If a purchase order is not a contract, will the terms and conditions on the PO be removed? How do we hold the vendor responsible for goods without T’s & C’s? Does this mean that contracts will be required for the purchases of all goods and services moving forward?

**Response 2:** See Response to Comments 1-3 below.

**Comment 3:** Under 2. Definitions “a____ for purposes of the Section VII Policy and Chancellor’s Procedures, purchase orders are not contracts. I think this comment needs to be removed because it is misleading. The purchase order becomes a binding contract once its accepted by the supplier. At this point, the supplier is acknowledging they will sell the item/s on the purchase order for the price listed and abide by the terms and conditions of the purchase order.

**Response 3:** See Response to Comments 1-3 below.

**Response to Comments 1 - 3:**

Purchase Orders (“POs”) are not legally binding contracts pursuant to Section VII. Legal Affairs because they are not signed by a person with proper approval or signing authority pursuant to College Board Policy III.D.1.4. Purchasing Approvals and Delegation of Authority. Unless a contract is expressed in writing, approved, and executed in accordance with this policy and state law, it is not binding on or enforceable against the College.1

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1 Lone Star College Board Policy III.D.1.4. Purchasing Approvals and Delegation of Authority