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GOVERNOR

State of Alabama  
**Alabama Department of Corrections**

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DONAL CAMPBELL  
COMMISSIONER

February 4, 2005

ADMINISTRATIVE REGULATION  
NUMBER 014

OPR: LEGAL

**PUBLIC CONTRACTS AND LEASES**

**I. GENERAL**

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for the preparation and execution of public contracts and lease agreements.

**II. POLICY**

It is the policy of the ADOC to prepare and execute public contracts and lease agreements in accordance with applicable Federal and State laws.

**III. DEFINITION(S) AND ACRONYM(S)**

- A. Lease: A written instrument granting the use or occupation of property, real or personal, during or for a specified period of time for specified remuneration.
- B. Contract: A written agreement between two or more parties that creates, modifies, or destroys a legal relationship.

**IV. RESPONSIBILITIES**

It is the responsibility of the originator of the contract or lease agreement to ensure that the document is processed in accordance with Section V, below.

**V. PROCEDURES**

- A. Deputy Commissioners, Associate Commissioners, Division Directors, Wardens, or other ADOC personnel having justifiable needs for contracts or lease agreements on behalf of the ADOC will submit a double-spaced draft of the proposed document through supervisory channels to the Deputy Commissioner of Administrative Services for review and comment.

- B. After review by the Deputy Commissioner of Administrative Services, a copy of the draft document, including any comments, suggestions or revisions, will be submitted to the Legal Division for review for legal sufficiency.
- C. After review by the Legal Division, the draft document, including any comments, suggestions or revisions, will be returned to the originator for final document preparation.
- D. The final document will be forwarded to the Deputy Commissioner of Administrative Services for final review, revision, and approval. If approved, the final document will be forwarded to the Commissioner for review, approval/disapproval, and signature.
- E. The ADOC Accounting Division is designated as the depository for all contracts and lease agreements. It is the responsibility of the originator of each contract or lease to provide the Director of the Accounting Division with an original of each such document.

**VI. DISPOSITION**

Any documents will be retained or disposed of according to the Departmental Records Disposition Authority (RDA).

**VII. FORMS**


There are no forms prescribed in this regulation.

**VIII. SUPERCEDES**

This Administrative Regulation supercedes AR 014 dated January 15, 1995.

**IX. PERFORMANCE**

Code of Alabama 1975 Titles 14-1-1.1, 14-1-1.3, 41-16-1 et.seq. and 14-16A-1 et.seq.

  
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Donal Campbell, Commissioner