

ALABAMA
BOARD OF PHARMACY

SUSAN ALVERSON D.P.A R.Ph.
Executive Secretary

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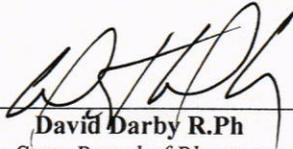
CHRIS PHUNG R.Ph

Alabama Board of Pharmacy

Policy 18-007

Contracts

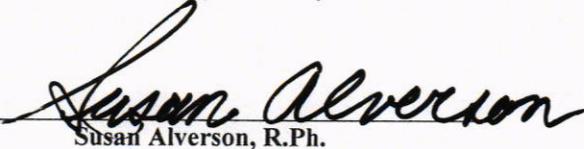
- 1 . The office will execute a contract for **ANY professional or personal** services which we receive as a single service or a service over time. This does not include service to office vehicles through approved businesses. We will include services such as building maintenance, grounds maintenance, mail handling systems, court reporting, computer systems which we use and pay monthly, mail handling systems for which we have an account and pay monthly or any service we use routinely and with whom we have a service arrangement.
- 2 Any contract executed by this office will include a review of E-Verify for an individual or a signed state form specifying that the provider/company does not employ individuals who have an illegal alien status in any work provided for this office.
- 3 For any professional contract at or over \$5,000, which we receive as a single service or a service over the course of a year, the contract will include a completed disclosure statement (form provided by state.)
- 4 For any legal contract, the contract with necessary documentation must be submitted to the legislative contract review committee. This submission should include a disclosure statement and an immigration document. It takes a few months to set a committee appointment and to submit the require documents. Therefore, begin a few months before the contract is to be renewed. We are not strictly required to submit anything beyond legal, but it seems that we would be wise to submit our data management system contract for approval and the contract for the wellness program.



David Darby R.Ph.
Alabama State Board of Pharmacy President



Date



Susan Alverson, R.Ph.
Alabama Board of Pharmacy Executive Secretary



Date