

Process:	Contracts/Agreements		
Contact:	Humanities and Social Sciences Financial Services	Last Revision Date:	3/29/2025

Introduction:

If a contract is desired or required, services should not be rendered prior to the contract being approved by the Procurement and Business Services. Please note: only individuals in Procurement and Business Services have authority to sign contracts; departments and colleges do not have authority to sign contracts on behalf of the University. **(Note: All Independent Contractors require a contract and independent contractors cannot be paid with a PCard.)**

Warning: Be careful of agreements, waivers, etc...online that does not ask for a signature, but may ask you to check a box if you agree to the terms or waivers. These agreements are electronic contracts. Do not check such boxes until you have printed the document, submitted the document to Procurement and Business Services via the contract portal, and received approval.

Process:

1. The Department Liaison will submit the contract using the Contract Portal found at <https://materialsmgmt.ofa.ncsu.edu/our-services/contract-review-services/>. A submitted document can no longer be edited and will route to the Financial Services Accounting Manager (or Research Director for contracts and grants) for approval at the college-level. If approved, the submitted contract is routed to Procurement and Business Services for approval. If a submitted contract is rejected for correction(s), the contract will need to be resubmitted.

If adjustments are desired to a contract previously approved by Procurement and Business Services, the contract should be resubmitted for approval of the adjustments using the following steps:

- Select submit contract
- Change record type to amendment
- In parent contract control# field, key in the existing contract control# and the existing information should populate
- Put the existing contract control#-1 in the amendment number field, then put in the contract type and upload any amendment documentation.

The supplier must have a supplier ID in PaymentWorks, before the contract can be processed in the contract portal. (Make sure you upload documents that are needed such as independent contractor checklist, sole source justification, etc....)

2. When Procurement and Business Services approves a contract, the submitter will receive an email stating that the contract has been fully signed and the fully signed contract will be uploaded. At that point, the contract is binding and a supplier can start working.
3. Payment(s) can be processed as work is completed. Include supporting documents (e.g., a copy of the contract, an independent contractor checklist, and any other pertinent documentation) with the payment request. If payment is made with a PCard, ensure the supporting documents are uploaded with the receipt. **Remember, you cannot pay an independent contractor with PCard.**

Contract Advisory – Some contracts submitted for approval contain one or more provisions that are considered unacceptable to the University. These provisions are may be unacceptable because they (a) potentially impose liability on the University beyond that which is deemed to be appropriate for a state agency or, (b) limit the vendor’s normal liability for its own breach or other wrongdoing, or (c) violate a provision of the University policy, or (d) all of the above. When negotiations with the vendor to remove provisions have been unsuccessful, the university may issue a *Contract Advisory* identifying the questionable section(s) and ask the college to approve moving forward with the contract in spite of the concerning aspects of the agreement.

It is a unit leader’s responsibility to review and evaluate all risks associated with a contract and any *Contract Advisory* issued. If the contract is related to a research grant, and there is a desire to proceed with execution of a contract, despite an issued advisory, the unit leader should email the college’s Research Director requesting an approval signature on the advisory. If the contract is not related to a research grant, and there is a desire to proceed with execution of a contract, despite an issued advisory, the unit leader should email the college’s Assistant Dean for Financial Administration requesting an approval signature on the advisory. The Assistant Dean and Research Director will consult with other college leaders as necessary and, if approving assumption of the indicated risks, provide Procurement and Business Services with a signed *Contract Advisory* indicating the college’s desire to proceed with execution of the contract.

Additional References:

Contract Review

<https://procurement.ofa.ncsu.edu/our-services/contract-review-services/>