

EXTERNAL CONTRACT/AGREEMENT APPROVAL PROCEDURE

Related Board of Trustees Policy:

Approval:

Revision: 9.16.14

Purpose:

To safeguard the College from any undue liability and to ensure all legal and financial obligations are met, all external contracts/agreements must be reviewed and approved by the Executive Director of Financial Services & Purchasing prior to entering into the contract.

Procedure:

- Follow your current process for seeking services from a vendor which require an external contract.
- Request the contract with terms negotiated from the vendor. The Certificate of Insurance showing the College as an additional insured is a requirement for any work/services performed either on campus or off campus at a College event. Also, vendor should be notified that the College will withhold 4% NC State Withholding Tax for personal services that meet the criteria set forth by the state http://www.dornc.com/faq/wh_nonres.html.
- Review for accuracy and obtain authorized signature of requesting college department supervisor (VP, AVP, Dean or Executive Director).
- Prior to returning the contract/agreement to vendor, forward the contract/agreement to the Executive Director of Financial Services & Purchasing for review and final approval. Please allow at least two weeks for review.
- Once reviewed the Executive Director of Financial Services & Purchasing will date and initial the contract/agreement indicating final approval and return to the requesting individual.
- The original and a copy of the contract/agreement must be attached to the requisition and submitted for processing. Certificate of Insurance showing the College as an additional insured must be attached. The contract/agreement will be sent to the vendor along with the purchase order. The vendor will return executed contract which must be forwarded to the purchasing office to file with the purchase order.

This process must be followed prior to any type of service and/or work requested or conducted for any college event (either on campus or off campus) which requires an external contract.

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