Contracts

All contracts, including any agreement requiring a signature on behalf of the University, will need to be submitted to the Purchasing Department for approval prior to receipt of any goods or services.

1) Forward the contract or agreement to the DELTA Business Office for submittal to Purchasing.
2) The contract must include the contractor’s name, the contract value, and the beginning and ending dates of the contract.
3) If requesting the competitive bid process to be waived, you will need to also include a Sole Source Justification with the contract. Please refer to the purchasing department’s instructions for completing a Sole Source Justification.
4) Once the contract/agreement has been reviewed and approved by the purchasing department, you will be able to continue with ordering the goods or services. If for $5,000 or more, please submit a requisition request to the DELTA Business Office for processing.
5) The University has some standard contracts available for use if needed.
6) Current employees, and in some cases even past employees, cannot be paid as Independent Contractors. Please visit the Independent Contractor Checklist to determine if independent contractor status is appropriate.
7) The approval process may take several days, so please specify if there is a time constraint involved.

Questions? Contact the DELTA Business Office at delta-business-office@ncsu.edu or X5-4362