NCCU Office of Legal Affairs
Contract Process Flow Chart

Is the contract an NCCU Standard Contract?

YES

If contract has been reviewed and approved by Purchasing, Legal Review is NOT needed

NO

Is the contract a Non-Standard Contract?

Vendor’s forms, terms or conditions are used to govern a contract

YES

If Standard Contract exceeds $100,000, legal review is needed

Legal review is needed for hotel contracts, where the hotel does not agree to sign a hotel addendum

NO

Purchasing completes an initial review

Documents must be reviewed by Office of Legal Affairs (OLA)

Once OLA approves; OLA will return contract to Purchasing and the Department
Contract then must be signed by Vendor

After Vendor signs, the contract is to be signed & dated by an individual with signature authority within the University Pursuant to NCCU’s Delegation of Authority to sign Contracts Regulation (REG 01.01.1.2)

ALL fully-executed contracts (standard or non-standard) should be returned to Purchasing

A copy of the contract that has been signed by both parties to legalreview@nccu.edu

Office of Legal Affairs maintains an electronic repository of all contracts that have been executed by an individual with a delegated signature at NCCU and by the vendor/entity