

TWO-PARTY CONTRACTS

Transaction	Comments
<ul style="list-style-type: none"> • Speaker 	<ul style="list-style-type: none"> • Management approves Colleague and eVA requisition • Preferred contract document is an eVA Purchase Order • If user department desires to utilize a NSU Standard Speaker's Engagement Agreement, attach to eVA requisition • Procurement Services signs Agreement, if utilized
<ul style="list-style-type: none"> • Government-to-Government MOU or MOA (if there is a payment by the University) 	<ul style="list-style-type: none"> • Management approves Colleague and eVA requisition • Preferred contract document is an eVA Purchase Order • If user department desires to utilize a MOU or MOA, attach to eVA requisition • Procurement Services signs MOU or MOA, if utilized
<ul style="list-style-type: none"> • Sub-grant award passed through NSU 	<ul style="list-style-type: none"> • If Grantor requires funds be passed from NSU to a sub-awardee • Management approves Colleague and eVA requisition
<ul style="list-style-type: none"> • Honorarium (one-time gift where no fee is contractually required) 	<ul style="list-style-type: none"> • There is no contract to sign • Management approves Colleague and eVA requisition • Procurement Services creates a Colleague and eVA PO Number
<ul style="list-style-type: none"> • Grant award to NSU 	<ul style="list-style-type: none"> • Handled by Sponsored Programs
<ul style="list-style-type: none"> • Government-to-Government MOU or MOA (if there is no payment by the University) • Agreement for NSU to provide classes to another party • International Travel (considered a pass-through when students pay travel costs) • Internship • Student Liability Waiver 	<ul style="list-style-type: none"> • Department completes Contract Approval Request • Dean or Director signs Contract Approval Request • Provost or appropriate Vice President signs Contract Approval Request • Provost or appropriate Vice President refers contract to University Counsel to review for legal sufficiency • Vice President for Finance & Administration advises President (if needed) • Vice President for Finance & Administration signs contract

***Note-All payees need to "self-register" in eVA**