# TWO-PARTY CONTRACTS

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Comments</th>
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| • Speaker | • 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 |
| • Government-to-Government MOU or MOA (if there is a payment by the University) | • 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 |
| • Sub-grant award passed through NSU | • If Grantor requires funds be passed from NSU to a sub-awardee  
• Management approves Colleague and eVA requisition |
| • Honorarium (one-time gift where no fee is contractually required) | • There is no contract to sign  
• Management approves Colleague and eVA requisition  
• Procurement Services creates a Colleague and eVA PO Number |
| • Grant award to NSU | • Handled by Sponsored Programs |
| • 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 | • 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*