

## WHAT'S NEEDED FOR CONTRACT OVER \$2,000

WHAT'S NEEDED	PERSONAL SERVICE	PROFESSIONAL SERVICE	CONSULTING SERVICE	SOCIAL SERVICE
Banner Purchase Requisition	Yes	Yes	Yes	Yes
<a href="#">Contract Form</a> (Scan Only)	Yes	Yes	Yes	Yes
<a href="#">Individual Questionnaire Form</a> (Scan Only) (All contract with individuals or partnerships)	Yes	Yes	Yes	Yes
<a href="#">Resume of Consultant</a> (Scan Only) (principal investigator or partnerships)			Yes	
<a href="#">Board Resolution</a> (Scan only) (any corporations; includes Limited Liability Corp)	Yes	Yes	Yes	Yes
<a href="#">Goals/Performance Measures/Monitor Plan/Certification Statement</a> (Scan Only) (for contracts of \$5,000)	Yes	Yes	Yes	Yes
<a href="#">Disclosure of Ownership</a> (Scan Only)	Yes	Yes	Yes	Yes
<a href="#">Certificate of Authority</a> (Scan Only) (Secretary of State) (non-resident corporation)	Maybe	Maybe	Maybe	Maybe

<u>Affidavit of Non-Collusion</u> (Scan Only)		Architects/ Engineers		
<u>Certificate of Insurance</u> (Scan Only)		Architects/ Engineers		
<u>Explanation Letter</u> (Scan Only) (For contract over \$2,000 submitted after the start date)	Yes	Yes	Yes	Yes
<u>Justification Letter</u> (Scan Only) (For contract in excess of 12 months)	Yes	Yes	Yes	Yes
<u>Accounts Payable Voucher</u> (Forward to Accounts Payable Department)	Yes	Yes	Yes	Yes
<u>Contractor Original Invoice</u> (Forward to Accounts Payable Department)	Yes	Yes	Yes	Yes
<u>Performance Evaluation</u> (Forward to Purchasing Department)	Yes	Yes	Yes	Yes

**NOTE:** Contract over \$2,000 with signature of contractor shall be forwarded to Purchasing for Administration signature. Contract and all other documents need to be scanned and emailed to [purchasing@nsula.edu](mailto:purchasing@nsula.edu).