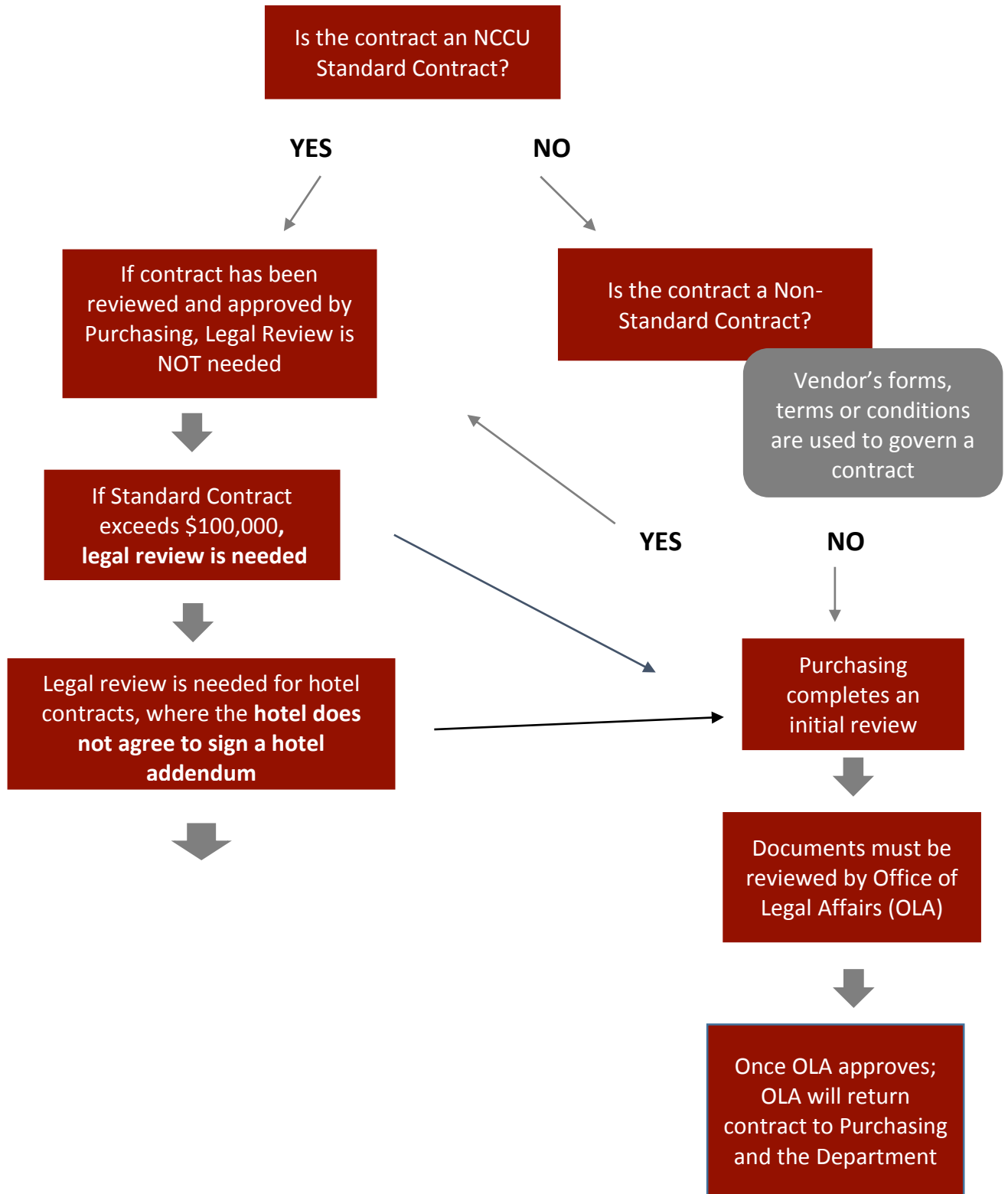




NCCU Office of Legal Affairs
Contract Process Flow Chart






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