The Contract Control # is a system generated number that helps track your agreement when submitted to Purchasing for review and signature. It can be found in the upper right hand corner of the agreement when it is returned to you.
### Which Services?

**Criteria 1:** Payment to an Independent Contractor with SSN #

**Criteria 2:** Using these GL Account codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>51921</td>
<td>Other Information Tech Services</td>
</tr>
<tr>
<td>51922</td>
<td>Professional Consulting Fees - EGR</td>
</tr>
<tr>
<td>51923</td>
<td>Professional Consulting Fees – Admin</td>
</tr>
<tr>
<td>51924</td>
<td>WAN Support Services</td>
</tr>
<tr>
<td>51925</td>
<td>Video Transmission Support Services</td>
</tr>
<tr>
<td>51926</td>
<td>LAN Support Services</td>
</tr>
<tr>
<td>51927</td>
<td>PC and Printer Support Services</td>
</tr>
<tr>
<td>51928</td>
<td>Server Support Services</td>
</tr>
<tr>
<td>51929</td>
<td>Mainframe Support Services</td>
</tr>
<tr>
<td>51970</td>
<td>Academic / Res / Res Services</td>
</tr>
<tr>
<td>51990</td>
<td>Other Current Services</td>
</tr>
<tr>
<td>53922</td>
<td>Service Agreement – Laundry</td>
</tr>
<tr>
<td>53923</td>
<td>Service Agreement – Lab Services</td>
</tr>
<tr>
<td>53924</td>
<td>Service Agreement – Janitorial</td>
</tr>
<tr>
<td>53925</td>
<td>Service Agreement – Waste Removal</td>
</tr>
<tr>
<td>53926</td>
<td>Service Agreement – Security Services</td>
</tr>
<tr>
<td>53927</td>
<td>Service Agreement – Pest Control Services</td>
</tr>
<tr>
<td>53928</td>
<td>Service Agreement – Lawn and Grounds</td>
</tr>
<tr>
<td>53929</td>
<td>Service Agreement – Other</td>
</tr>
<tr>
<td>53990</td>
<td>Other Current Services</td>
</tr>
<tr>
<td>53996</td>
<td>Entertainment</td>
</tr>
</tbody>
</table>
How To Submit a Contract Review Request

https://materialsmgmt.ofa.ncsu.edu/our-services/contract-review-services/

Contract Review

A contract is any document that legally binds the University to another party. Contracts can take many forms, including affiliation agreements, memoranda of understanding (MOUs), terms and conditions (T&Cs), letters of agreement, on-line click-through agreements and a variety of other labels. Not all contracts involve the payment of money.
How To Submit a Contract Review Request

Purchasing
Contract Review Form - NEW CONTRACTS ONLY

When submitting a contract for review and approval, the following information is required to facilitate this process.

Submitted By: [Name of person routing contract for Department]
E-Mail Department: [E-Mail of person routing contract for Department]
Vendor (Should not be NCSU): [Yes or No]
Is the contractor an Individual?: [Yes or No]
Is the contractor an employee of NC State University?: [Yes or No]
Submit Via: [Campus Mail, E-Mail, Fax]

Indicate Contract Agreement Subject Matter:
- Advertising
- Artworx Advertising
- Campus Film/Photography
- Catering
- Charter Bus
- Equipment Loan
- Equipment Maintenance
- Facility Use
- Guest Speaker
- Health Care Services
- Hotel/Conference
- Instructional Training
- Library Use
- Library/Interlibrary Loan
- License Agreement
- Nondisclosure Agreement
- Other
- Other Contracted Services
- Performance/Production
- Rental
- Software License
- Software Maintenance
- Sports Camp

The Office of General Counsel has drafted these Standard University Contracts:
CATEGORIES OF STANDARD UNIVERSITY CONTRACTS:
- Academic Agreements
- Athletic Agreements
- Equipment Agreements
- Facilities
- Independent Contractor Agreements

Indicate Desired Method of Contract Return to Department:
- Campus Mail
- E-Mail
- Fax
- Pick-Up