Dual Service Contracts Process Flowchart

Two Types of Agreements – One Shared Process

Type 1

Employee of Another State Agency Performs Services for NSCC

(NSCC is the Requesting Agency)

1. **Identify Need and Gather Information**
   Sponsoring NSCC Division collects required information (see checklist in procedure).
2. **Complete Contract Analysis Form (CAF)**
   Obtain required approvals.
3. **Purchasing and Contracts Prepares Contract**
   Using information from the division. Coordinate review, approvals, and execution.
4. **Submit Requisition in SciQuest**
   Sponsoring NSCC Division submits requisition. Purchasing issues purchase order.
5. **Employee Performs Services**
   In accordance with the executed contract.
6. **Confirm Completion of Services**
   After all services are completed, supervisor or another authorized employee (not the initiator) emails CentralReceiving@nscc.edu.
7. **Vendor Party Submits Invoice**
   Invoice to AccountsPayable@nscc.edu. Must reference contract and purchase order.
8. **NSCC Pays Vendor Party**
   After confirmation of completion and receipt of invoice.

Vendor Party Pays Its Employee
Through the Vendor Party's payroll process.

Type 2

NSCC Employee Performs Services for Another State Agency

(Other Agency is the Requesting Agency)

1. **Requesting Agency Prepares Initial Contract**
   Other state agency prepares the contract draft and submits to NSCC for review.
2. **Sponsoring NSCC Division Submits CAF**
   Provide required information and supporting documentation.
3. **Purchasing and Contracts Coordinates Review**
   Route for approvals and execute the contract.
4. **Payroll Calculates Employer-Related Costs**
   NSCC Payroll determines applicable employer-related costs. Finalize total reimbursement amount.
5. **Complete Request for Extra Compensation**
   Submit through Dynamic Forms (prepared last, after final contract amount is established).
6. **Employee Performs Services**
   In accordance with the executed contract.
7. **Confirm Completion of Services**
   After all services are completed, sponsoring division provides written confirmation to Accounting and Payroll.
8. **Accounting Invoices Requesting Agency**
   Invoice includes base compensation and employer-related costs.
9. **Receive Reimbursement from Agency**
   Requesting Agency remits payment to NSCC.
10. **Payroll Pays Employee**
    Approved base compensation is included in employee's paycheck after reimbursement is received.

Ongoing Responsibilities (Both Types)

- Follow contract terms and all institutional requirements
- Use the approved Amendment Template for any changes
- Maintain required documentation
- Comply with records retention requirements
- Contact the appropriate office with questions (Purchasing and Contracts, Payroll, Accounting, etc.)

Successful Completion

Services provided, agencies reimbursed as applicable, and all documentation retained.

Revised 2026