

Guide to Contractual Agreements Processed by PSU Contracts

Type of Agreement	Used for:	Submit to psu-contracts@plymouth.edu	Contract Management Submission Form Needed	USNH Procurement Review Required	USNH Procurement Numbering Required	Enter in UShopNH After Contract Completed	Evidence of Insurance Needed	Vendor Invoice Needed for Payment
PSU SPA	Presenters, speakers, performers	Y	N	N	N	N	N	N
ICA	Individuals or partners providing services (includes sole proprietors, individuals, LLCs)	Y	Requires contractor status checklist	N	Y	Y	Y	Y
PSU Services Contract	Corporations providing services who will not accept a PO in lieu of contract but are willing to use our contract template	Y	Y	N	Y	Y	Y	Y
Vendor Contract	Corporations providing services who will not use our contract template (expect minimum 4 weeks for review)	Y	Y	Y	Y	Y	Y	Y
Affiliation Agreements/ MOUs	Partnerships, arrangements with other institutions, placement of students for service learning	Y	Y	Y	Y	Yes if we will pay partner	Varies	Y
PSU Revenue Contract	Services we provide to an external partner (e.g. space rental, TIGER performances). PSU bills partner via non-student external billing request form.	Y	Y	Yes if not standard	Yes for most, no for TIGER contracts	N	N	N/A