

Please note there are two different types of contracts:

- 1. AAES is for anyone that is employed with NCC or CCSNH**
- 2. AES is for anyone that is not employed by NCC or CCSNH**

STEPS FOR CONTRACTS:

Contact the Business Office and ask for forms required for Contract



Submit Completed Contract Request Spreadsheet to Business Office.
Send to Susan Aries saries@ccsnh.edu



Contract will be created in Adobe Sign and sent out for
Digital signatures



When job is complete, send Timesheet matching the days from the Contract
Request Spreadsheet to Mirjana Topic mtopic@ccsnh.edu



Based on the timesheet, Invoice will be created in Adobe Sign and sent for
Digital Signatures.



Once Invoice is signed by all parties, it will be forwarded to the Payable
Department for payment processing.

****NOTES****

- Make sure your Contract Request Spreadsheet is accurate and completed correctly, or the contract cannot be generated

- Once the closing date of the contract has passed, submit backup info, indicating the job is completed to Mirjana Topic mtopic@ccsnh.edu :
 1. For AAES Contracts:
 - Part time employees need a timesheet with hours worked and amount to be paid
 - Full time employees need an email confirming that work is performed.

 2. For AES Contract – submit timesheet or the invoice.

****We will try to get Vendors paid as promptly as possible. Providing us with the correct information in a timely manner is what makes that possible.**

Please, feel free to contact us with any questions or concerns.