

CONTRACT TYPES

(Descriptions and Examples)

In order to appropriately identify and monitor Pace University contracts, it is important to properly assign to each contract a “types”. Appropriate assignment of a type will enable that contract to be easily tracked and therefore easily monitored. The contract type is the category to which a contract can be assigned.

Categories of contracts include:

TYPE	DESCRIPTION	EXAMPLES
Amendment		

Facilities Use Agreement	An agreement for rental/use of University facilities.	Annual Home Expo
Hotel/Accommodations Group Sales Agreements	An agreement for rental/use of hotel, motel lodging facilities.	Marriott Marquis
Service Agreement	An agreement for non-employee services that are not of an advisory nature.	Photography Audio/Visual Equipment – Rental and Set-up. Student Yearbook Printer