

# University of North Texas

## Intra System Cooperation Agreement Routing Sheet

An Intra System Cooperation Agreement Routing Sheet (ISCARS) must be completed for agreements with revenues or expenditures exceeding \$25,000 per year, and the corresponding agreements must use UNT Intra System Cooperation Agreement (ISCA) templates approved by the Office of General Counsel (OGC). Agreements under \$25,000 may use the ISCA templates but do not require Vice President of Finance and Administration approval. For questions or to obtain copies of the OGC approved ISCA templates, please email the Budget Office at Budget.Office@unt.edu or call x3231.

### UNT INFORMATION

UNT is the:  Performing Component  Receiving Component

Department \_\_\_\_\_

Department Contact \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

Department Contact Signature \_\_\_\_\_

*I confirm that a copy of the Intra System Cooperation Agreement is attached to this routing sheet. If UNT is the Receiving Component then, for the duration of the agreement, I certify that funding is available or will become available for any expenditures resulting from this Agreement.*

### INTRA SYSTEM AGREEMENT INFORMATION

Description of Services \_\_\_\_\_

#### Funding Source / Revenue Recording

*If UNT is the Performing Component, enter the FoaPs (Chartfield String) where revenue should be recorded. If UNT is the Receiving Component, enter the funding source (FoaPs). Enter the total value of the Agreement.*

1 \_\_\_\_\_  
FoaPs (Chartfield String) Account Amount

2 \_\_\_\_\_  
FoaPs (Chartfield String) Account Amount

### COMPONENT INFORMATION

Intra System Agreement is made with:  UNTS  UNTD  UNTHS

Department \_\_\_\_\_

Department Contact \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

(1) UNT Department Head \_\_\_\_\_  
Name Signature Date

(2) UNT Budget Office \_\_\_\_\_  
Name Signature Date

(3) UNT VP of Finance & Administration \_\_\_\_\_  
Name Signature Date

**Routing Instructions.** The completed ISCARS and ISCA should be submitted to the UNT Budget Office for review and approval. The UNT Budget Office will return the signed agreement to the UNT Department Contact listed on this routing sheet. Where UNT is the Performing Component, upon receipt of the signed agreement, it is the responsibility of the Performing Department to obtain the signature of the Receiving Component and to invoice the Receiving Component.