

02.900 Interagency Contracts

Processing of Interagency Contracts (other than TCOM) when UNT System is either the "Receiving Agency" or the "Performing Agency."

1. Preparation of the Interagency Contract (IAC)

- a. When the UNT System is to be the "Performing Agency," the contract shall be prepared by the department involved in the proposed activity or by the Office of Sponsored Projects.
- b. When the UNT System is to be the "Receiving Agency," the "Performing Agency," normally prepares the document, signs it, and sends it to the UNT System for approval.

Questions concerning either the narrative description of work to be performed or the proposed budget should be addressed to Grant Accounting.

Institutional approvals

- A. The Chancellor, Vice Chancellor for Finance or Vice Chancellor and General Counsel may grant final approval and sign an IAC on behalf of the UNT System.
- B. A "Proposal Review and Routing" form must be submitted with the proposed IAC to the appropriate Dean(s) Office of Grant Accounting, and Office of Sponsored Projects.
- C. The Office of Sponsored Projects forwards the IAC to the Vice Chancellor for Finance.
 1. If the IAC has been initiated by the UNT System, upon approval by the Vice Chancellor for Finance, the IAC is returned to the Office of Sponsored Projects for submission to the cooperating agency for its approval.
 2. If the IAC has been initiated by a cooperating agency, and has that agency's approval, the IAC may be approved and signed. If the dollar amount is in excess of \$50,000, the IAC will be forwarded to the General Services Commission for approval

Administration/Management of Interagency Contracts

- A. Upon receipt of the Commission-approved contract, the Purchasing Office shall forward it directly to the Office of Sponsored Projects for action.

1. Grant Accounting shall maintain the original IAC and other related documents.
2. Grant Accounting shall be responsible for the financial administration of IAC's.
 - a. Grant Accounting shall, when appropriate; establish an UNT System account for the operation of the IAC.
 - b. Grant Accounting shall forward a copy of the approved IAC to the responsible person; inform the department of the assigned account number, if any, and inform the department of special financial/administrative restrictions or requirements.
 - c. Grant Accounting will forward a copy of the completed IAC to Claims Accounting as documentation for payment processing.