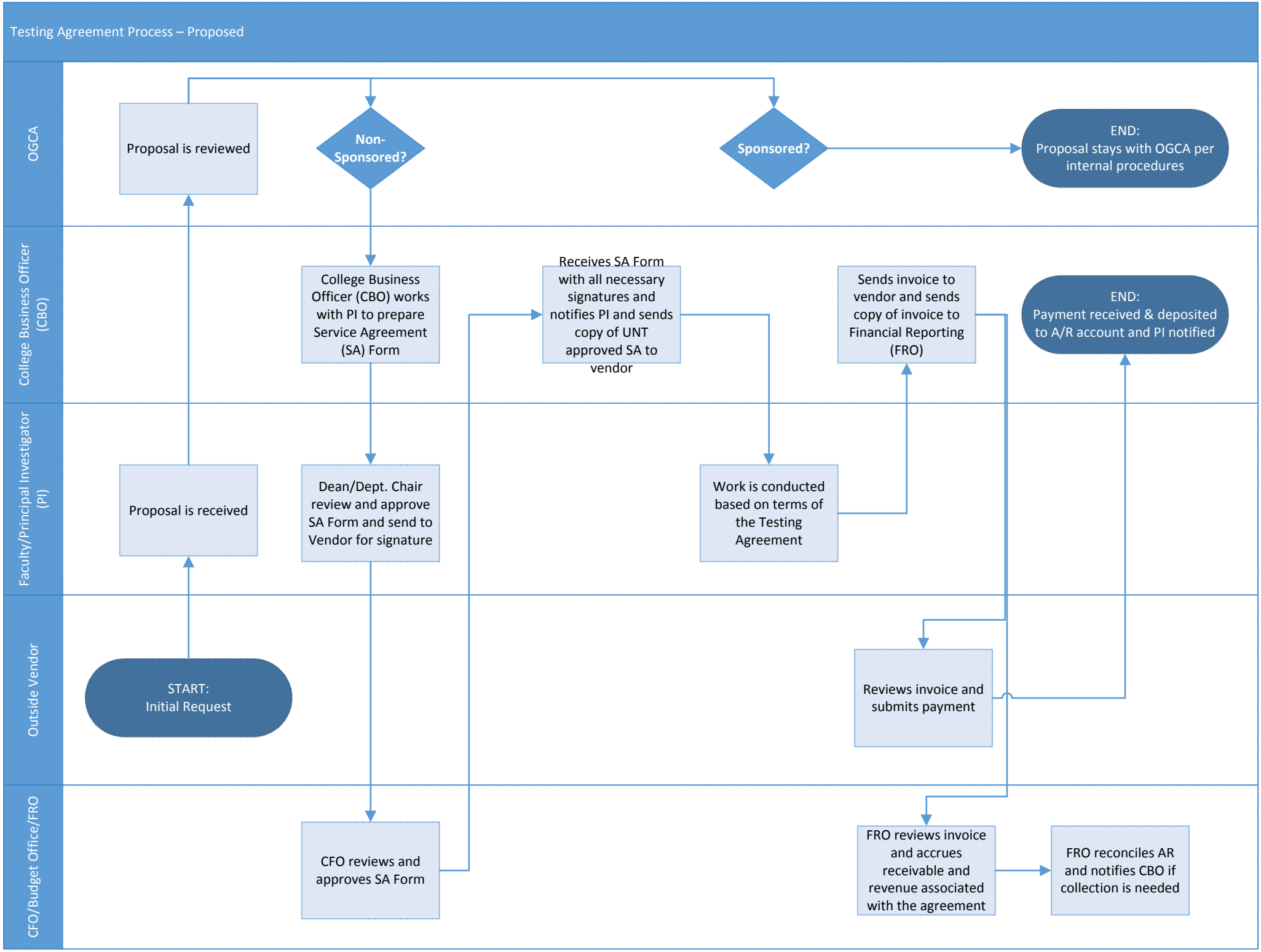
Testing Agreement Process – Proposed
OGCA
College Business Officer (CBO)
Faculty/Principal Investigator (PI)
Outside Vendor
CFO/Budget Office/FRO
Proposal is reviewed
Non-Sponsored?
Sponsored?
END: Proposal stays with OGCA per internal procedures
College Business Officer (CBO) works with PI to prepare Service Agreement (SA) Form
Receives SA Form with all necessary signatures and notifies PI and sends copy of UNT approved SA to vendor
Sends invoice to vendor and sends copy of invoice to Financial Reporting (FRO)
END: Payment received & deposited to A/R account and PI notified
Proposal is received
Dean/Dept. Chair review and approve SA Form and send to Vendor for signature
Work is conducted based on terms of the Testing Agreement
START: Initial Request
Reviews invoice and submits payment
CFO reviews and approves SA Form
FRO reviews invoice and accrues receivable and revenue associated with the agreement
FRO reconciles AR and notifies CBO if collection is needed