



**University of North Texas**  
**Administrative Procedures – Testing/Service Agreements**

**Process Logistics**

<b>Process:</b>	Testing/Service Agreements
<b>Revision Date:</b>	July 18, 2017
<b>Process Owner:</b>	Office of the Vice Provost for Academic Resources
<b>Department(s) Involved:</b>	Academic Resources, College Budget Officers

**Process Specifications**

The following procedures outline the classification, details, and process regarding testing and service agreements at the University of North Texas (UNT).

I. Testing/Service Agreement Request:

- a. Principal Investigator (PI) receives request from external vendor to provide testing services.
- b. PI forwards request to the Office of Grants and Contracts Administration (OGCA) to determine if request is a sponsored project.
  - i. If determined the request is a sponsored project, the request will stay within OGCA and handled appropriately.
  - ii. If determined the request is not a sponsored project, PI is instructed by OGCA to forward the request to the College Business Officer (CBO) within the appropriate college.

II. Service Agreement Form Preparation:

- a. CBO will retrieve the Service Agreement Form.
- b. CBO will prepare the Service Agreement Form for PI.
- c. Upon completion, Service Agreement Form will be routed to Chair and Dean for review and approval and to the vendor for signature.
- d. Upon approval from Chair and Dean, CBO will send the Service Agreement Form to the CFO/Vice President for Finance and Administration (or his/her designee) for review and approval.
- e. Once Chair, Dean, and CFO at UNT have approved the Service Agreement Form, the CBO will submit the approved form to the vendor.

- i. If the form/agreement needs further negotiation, CBO will serve as the liaison between PI and vendor.
- ii. CBO will update the Service Agreement Form accordingly and obtain new approvals as needed.

III. Executing and Billing of the Service Agreement:

- a. CBO will notify PI that the service agreement has been fully executed.
- b. Once all parties have approved the terms within the agreement, the testing and work desired can be performed.
- c. CBO will send invoices to the vendor as directed by PI and/or the service agreement terms.
- d. CBO will send a copy of the invoice to the Financial Reporting Office (FRO).
  - i. FRO will accrue receivable and supply chart string for CBO to use when payment is received.
- e. FRO reconciles A/R monthly and will notify CBO if payment becomes past due.
- f. CBO will follow-up with vendor to collect past due payments.
- g. CBO will receive payment from vendor.
- h. CBO will deposit payment to A/R account supplied by FRO.
- i. CBO will notify PI that the payment has been received.