Testing Agreement Process – Proposed

**OGCA**
- Proposal is reviewed
- **Non-Sponsored?**
  - College Business Officer (CBO) works with PI to prepare Service Agreement (SA) Form
  - Sponsored?
    - Sends invoice to vendor and sends copy of invoice to Financial Reporting (FRO)
  - Receives SA Form with all necessary signatures and notifies PI
- Proposal stays with OGCA per internal procedures

**CBO**
- Proposal is received
- Dean/Dept. Chair review and approve SA Form
- Work is conducted based on terms of the Testing Agreement
- Pay is received & deposited to A/R account and PI notified

**PI**
- Proposal is received
- Vendor reviews and approves SA Form
- Reviews invoice and submits payment
- FRO reviews invoice and accords receivable and revenue associated with the agreement
- FRO reconciles AR and notifies CBO if collection is needed

**FRO/Financial Reporting Office**
- 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

**Outside Vendor**
- **START:** Initial Request
- Vendor reviews and approves SA Form
- Reviews invoice and submits payment
- FRO reviews invoice and accords receivable and revenue associated with the agreement
- FRO reconciles AR and notifies CBO if collection is needed

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The process starts with an initial request, which is then reviewed by the OGCA. Based on whether the proposal is sponsored or not, the CBO works with the PI to prepare a Service Agreement (SA) Form. If sponsored, the FRO reviews the invoice and accrues the receivable and revenue associated with the agreement, and if necessary, makes collection. The CBO reviews and approves the SA Form, and the process ends with the payment received and deposited to the A/R account, and the PI notified.

The diagram illustrates the flow of the process, with decision points at various stages, and the flow leading towards different actions based on these decisions.