University of North Texas  
Administrative Procedures – Testing/Service Agreements

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.