

Memo to: All UH-Downtown/PS Holders
From: Max Castillo, President
Subject: Interagency Contract Policy

UH-Downtown/PS 05.A.08
Issue No. 1
Effective date: 05/16/93
Page 1 of 1

1. PURPOSE

This PS outlines procedures by which the University of Houston - Downtown (UHD) may enter into and execute interagency contracts in accordance with House Bill 2626, 73rd Legislature, Regular Session.

2. POLICY/PROCEDURES

2.1 House Bill 2626, Section 54, has amended Section 771.004 of the Government Code by removing from the General Services Commission the responsibility of reviewing and approving interagency contracts and auditing payments made under those contracts. Therefore, in order to enter into and execute an interagency contract, authorized UHD personnel must follow the new guidelines outlined below:

2.1.1 Both contracting parties shall complete their respective sections of an *Interagency Contract* form (Exhibit A). University departments may obtain the interagency contract forms from the Office of the Vice President for Administration.

2.1.2 Once the interagency contract has been signed by the other party, it will be forwarded to the UHD respective vice president, as delegated by the President for review and approval. No other state agency has general oversight responsibility for these contracts.

2.1.3 Board approval may be required on certain contracts. Refer to PS 05A.06, *Contract Administration Policy*, for additional information.

2.2 Written contracts will be required only when the total amount of the transaction is expected to exceed \$50,000. If the transaction is \$50,000 or less, an informal letter of agreement may be used instead of a contract. No contract or informal letter of agreement will be required for transactions totaling \$2,500 or less. Informal letters of agreement will not be required on transactions that do not currently require a written contract, such as the sale of surplus property.

2.3 In cases where written interagency contracts or informal letters of agreement are entered into, two copies of the contract, along with the *Contract/Agreement Cover Sheet* (Exhibit B), must be forwarded to the Office of the Vice President for Administration, to be retained as part of the master file. These copies will be made available to the Comptroller's Office if requested in the post-audit.

2.5 Amendments to interagency contracts must be completed and signed by the other party before forwarding it to the respective UHD vice president. An *Interagency Contract Amendment* form (Exhibit C), available at the Office of the Vice President for Administration, must be utilized.

2.6 Payments under these contracts must be made using *Interagency Transaction Vouchers* (Exhibit D) if the funds are for deposit into the State Treasury. If the agency receiving the funds intends to deposit them into a local account, the transaction shall be processed as a purchase voucher.

3. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Vice President for Administration

Review: Biennial Reprint of original policy statement. Signed original on file in the President's Office.