Agreement for review & signature

Is it for (1) Hotel/facility, (2) Indep. Contractor, (3) NDA related to price sheet testing, or (4) Lease?

Yes → AgriLife Contract Office

No → Is it related to a grant?

Yes → OSRS

No → Is money involved?

Yes → Is it an Extension Fee-based Program?

Yes → AgriLife Contract Office

No → Is money going into or out of a 4, 5, or 6 account?

Yes → OSRS

No → Is AgriLife paying for goods or services?

Yes → Is it over $5,000?

Yes → AgriLife Purchasing

No → Is AgriLife providing deliverables for payment?

Yes → OSRS

No → AgriLife Contract Office

Notes:
1. This includes NDAs that come in jointly with Sponsored Research Agreements.
2. Note that services performed for fees determined by existing cost sheet will not have an agreement. The department will invoice for services provided.
3. Until a process is developed for “service agreements,” all services provided for fee for which no cost sheet exists, will be processed through OSRS.
4. This would be a gift and processed through the normal AAS gift process.