

When is a Written Agreement Required?

AgriLife Contracts 2023

Types of Agreements:

1. Sponsored Projects (research or testing) – negotiated at AgriLife or SRS and managed by SRS.
 - With the exception of an approved Service Center or routine lab tests, every sponsored research project or testing protocol to be conducted by an employee regardless of value. Any routine lab tests must be billed according to an approved rate sheet.
2. Purchase involving stated or implied consideration exceeding \$10,000.
 - PO constitutes agreement.
 - If agreement involves consideration of less than \$10K, see item #9 below.
3. Agreement/relationship where AgriLife is obligated to maintain confidentiality of another party's information or materials or where AgriLife needs a third party to maintain confidentiality of AgriLife confidential information/material ("NDA").
4. Agreement for work or service purchased by AgriLife that is subject to Electronic and Information Resources (EIR) accessibility requirements regardless of dollar value [See System policy 29.01.04].
5. Outgoing materials (MTA) – when AgriLife is sending materials to another institution/company (limited exceptions may apply).
6. Use of System/AgriLife property by a third party – includes lease of System property to AgriLife employee.
7. If planting crops on third party property and Sponsor providing material for planting requires written agreement with landowner where planting of material will occur (requirement may be in Master Agreement).
8. Gifts of cash or property to AgriLife – Typically through use of AG-101, AG-102 or AG-103.
9. Regardless of dollar value, anytime there is more than minimal risk to AgriLife as part of a contemplated transaction. This applies to any type of transaction, including those listed above.