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PPP Contract Policy and Procedure

Policy: An accurate and approved Faculty Practice Plan (FPP) contract must be in service prior to distribution of any payment per the FPP contract.

Purpose: The FPP Contract policy and procedure is intended to ensure that any FPP payments are consistent with an approved FPP contract.

Scope: Faculty, Finance
FPP Contract Procedure

1. FPP contracts are the contracts when a faculty provides professional services to other agency beside College of Nursing. This will need to be approved by the Academic Dean with a submission of Modified Business Plan (MBP); the form is on College of Nursing’s Intranet under Faculty. The contracts are initiated by the faculty with the agency.

2. Once the faculty and the agency agree on the specifics, faculty can use FPP Agreement A or agreement B which are located on the College of Nursing’s Intranet under Faculty. The faculty also fills out the Electronic Routing Form and attach the Agreement A or B. All these forms are located on the intranet.

   http://intranet.nursing.ouhsc.edu/Academics/practice_plans.htm

3. Finance will review to see if all the required information is on all the forms and the agreement. Make sure you add Sr. Staff Accountant as department contact on the electronic routing form so finance has access to review.

4. Once all verified, it will be released for the Academic Dean or Dean’s office for their signatures.

5. Once the signatures are done, the form will route electronically to ORA. ORA will let finance and the faculty know if they need additional information. Once completed by ORA, they send the contracts to the agency for their signature.

6. After ORA receive the final agreed contract, they will scan a copy to the faculty and finance.

7. Finance files these agreements in appropriate faculty FPP files in two drawer cabinet in the designated office.

Revision History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Description of Changes</th>
<th>Requested By</th>
<th>Approved By</th>
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<tr>
<td>1.0</td>
<td>9/1/2011</td>
<td>Initial Release</td>
<td>Harriet Parmar</td>
<td>Assistant Dean for Financial Affairs</td>
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<tr>
<td>2.0</td>
<td>4/8/2014</td>
<td>Updated steps to reflect current policy</td>
<td>Sandra Fix</td>
<td>Assistant Dean for Financial Affairs</td>
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<td>Updated logo 10/13/2015</td>
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