Non-Sponsored Contracts and Invoicing
Policy and Procedure
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Non-Sponsored Contracts and Invoicing

Policy and Procedure

**Policy:** A non-sponsored contract must be reviewed and approved prior to sending an invoice to the paying agency.

**Purpose:** The Non-sponsored Contracts and Invoicing policy and procedure is intended:

- To ensure that the non-sponsored contract is for the benefit of OUCN
- To ensure that an invoice is submitted as needed by the finance designee to the non-sponsored contractor or agency.

**Scope:** Faculty, Finance, ORA
Non-sponsored Contracts and Invoicing

1. Non-sponsored contracts are originated by faculty with an outside entity which could be a foundation, hospital or government agency etc.
2. Faculty electronically initiates the Other Service Agreement Routing Form located at: myora.ouhsc.edu and indicates the information on scope of work, length of contract and other requirements to finance designee with the completed routing form. Link to myora.ouhsc.edu the Electronic Routing forms is also located under faculty FPP Routing forms on nursing intranet: http://intranet.nursing.ouhsc.edu/Academics/practice_plans.htm
3. Once submitted electronically; Finance designee will review and will be released for the required signatures from the Dean and Associate Academic Dean and will be send electronically to Office of Research Administration (ORA).
4. ORA drafts the agreement and works with faculty and finance designee to get the agreement finalized to send it to contracting agency.
5. Once the contract is signed by the contracting agency, if it is part of the contract that Finance needs to send invoices for services, finance designee will invoice as needed and deposit the funds in appropriate accounts once received.

Revision History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Description of Changes</th>
<th>Requested By</th>
<th>Approved By</th>
</tr>
</thead>
<tbody>
<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>Revised steps 2 and 3 to reflect current practice and links.  Updated logo 10/13/2015</td>
<td>Sandra Fix</td>
<td>Assistant Dean for Financial Affairs</td>
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