



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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**PAGE
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SUBJECT

PURCHASING

SUB-TOPIC

INTERAGENCY COOPERATION CONTRACTS

Agreements for purchase of goods or services between two state agencies require the issuance of a valid interagency contract. Interagency purchases which exceed \$500,000 and are performed with a state agency outside the U.T. System require approval and execution by the General Services Commission. Interagency purchases between U.T. System components are exempt from General Services approval.

The Interagency Cooperation Contract form (Exhibit E15) and U.T. System Business Procedure Memorandum 47-10-95 provide additional information regarding processing of Interagency Cooperation Contracts. Contact the Office of the Senior Vice President for Business Affairs (Ext. 2213) if further guidance is required.

When UTD is securing goods or services via an interagency cooperation contract, the approved and executed contract should be sent to Purchasing. The Purchasing Department will issue a Purchase Order for reference purposes and encumber the appropriate funds.