Furnishings & Equipment Agreement Procedure

**Department Business Administrator**

- Submit requisition to purchase equipment that requires installation and/or training

**Purchasing**

- Request installation and training description and related cost from vendor during solicitation

**Contracts Administration**

- Does installation and training cost more than $25,000?
  - Yes
    - Complete the following on F&E Agreement:
      1. UH dept name
      2. Contractor name, county and state
      3. Scope of work, including UH person to approve installation or training
      4. Compensation to contractor for installation and/or training
    - Review information entered by Purchasing and complete the following on the F&E Agreement:
      1. Schedule for installation and/or training, including penalty (if any) for delays
      2. Name and address of UH employee to receive notices
      3. Name, title, and address of UH employee authorized to sign F&E Agreement
      4. Name, title, and address of vendor representative to sign F&E Agreement (if known)
  - No
    - Scan and email the F&E Agreement (unsigned) and Contract Coversheet (signed) to Purchasing

**Vendor**

- Does vendor want to modify or have questions about F&E Agreement?
  - Yes
    - Refer vendor to Contracts Administration
  - No
    - Resolve questions about or approve modifications to F&E Agreement

**Authorized person signs F&E Agreement for department and enters Effective Date on Agreement (date signed)**

**Forward F&E Agreement (signed by vendor) to DBA**

**Upload F&E Agreement and Contract Coversheet to PO and send PO and F&E Agreement to vendor**

**Refer vendor to Contracts Administration**

**Sign F&E Agreement**

**Provide goods and services in PO and F&E Agreement**