

University of Houston Furnishings & Equipment Agreement Procedure
For Equipment Purchases that Require Installation and/or Training

1. Purchasing requests the following information from potential vendors in the solicitation:
 - a. Detailed description and cost of installation, if applicable
 - b. Detailed description and cost of training, if applicable

Note: If the vendor does not provide information on installation and/or training, Purchasing will notify the vendor that it is required by UH policy before the PO can be issued.

2. Purchasing completes the following sections of the F&E Agreement:
 - a. University department's name
 - b. Contractor's name, county, and state
 - c. Scope of work, including the university person who will approve the work performed
 - d. Compensation to contractor for installation and/or training (if not broken out by the vendor in their quote, ask the vendor for the estimated cost)
3. Purchasing emails the F&E Agreement (updatable format), noting the requisition number, to the department business administrator with instructions to review it (especially the Scope of Work, which was completed by Purchasing based on the vendor's description) and complete the following sections of the agreement:
 - a. Schedule for installation and/or training, including penalty (if any) for delays
 - b. Name and address of UH employee to receive notices about the agreement
 - c. Name, title and address of UH employee authorized to sign the agreement
 - d. Name, title and address of vendor representative to sign the agreement (if known)
4. The department scans and emails the updated F&E Agreement (unsigned) and Contract Coversheet (signed) to Purchasing.
5. Purchasing emails the F&E Agreement to the vendor for review and signature.

Note: If the vendor has questions about or wants to make changes to the terms and conditions of the F&E Agreement, Purchasing will notify the vendor to contact UH Contracts Administration. Any changes to the terms and conditions and all UHS standard agreements greater than \$25,000 must be approved by Contracts Administration before the agreement is signed by either party.

6. When Purchasing receives the signed F&E Agreement from the vendor, Purchasing emails it to the department business administrator.
7. The UH employee authorized to sign the F&E Agreement signs it, enters the effective date on the agreement (i.e., date signed by the UH employee), and returns the signed agreement by email to Purchasing.
8. Purchasing creates the PO and issues it to the vendor with a copy of the signed F&E Agreement, and uploads the signed F&E Agreement and Coversheet to the PO.

Note: The PO will not be created or issued until the agreement has been signed by both parties. The Contract Coversheet and standard UHS agreements are on the Contracts Administration website: <http://www.uh.edu/legal-affairs/contract-administration/index.php>