



## 4.15 University System Level Agreements

### Policy Statement

Since competitive procurement procedures apply to agreements with external vendors or contractors, University System of Georgia (USG) institutions and the University System Office (USO) are exempted from these procedures when purchasing goods and services within the USG. Intra USG purchases of services shall be addressed through a simplified agreement (Service Level Agreement) written in plain language that describes:

- I. Purpose of the agreement;
- II. Nature of the services provided;
- III. Nature of the financial consideration being provided in exchange for the services provided; and,
- IV. Billing method and required billing documentation.

Additional components may be added to the agreement; however, **every effort should be made to minimize unnecessary or irrelevant additions**. For example, it would be unnecessary to require one USG institution to provide another USG institution with copies of audited financial statements or budgets.

These Intra USG Service Level Agreements should only be signed by those with delegated authority to sign contracts; they do not, as a matter of course, require legal review. However, should you have any questions about your authority to sign or the scope/requirements/obligations set forth in the agreement, please contact the Office of Legal Affairs (706)-542-0006.

### Reason for policy

To provide an understanding of how University departments may purchase goods and services within the University System of Georgia. [Section 3.1.2](#) of the Board of Regents Business Procedure Manual is the basis for this policy.

### Forms/Instructions

**Service Level Agreement between UGA and the University System Office**- This is a sample agreement to be used for the purchase of goods or services between The University System Office of the Board of Regents of the University System of Georgia (USO) and the University of Georgia (The Board of Regents of the University System of Georgia by and on behalf of the University of Georgia) (UGA).

**Service Level Agreement between UGA and another University System Institution** - This is a sample agreement to be used for the purchase of goods or services between another University System institution (The Board of Regents of the University System of Georgia by and on behalf of *USG Institution Name*) and the University of Georgia (The Board of Regents of the University System of Georgia by and on behalf of the University of Georgia) (UGA).

### Additional contacts

**Chad Cleveland**: 706-542-1197

**Office of Legal Affairs**: 706-542-0006

### Responsibilities

**Responsible University Senior Administrator**: Ryan Nesbit, Vice President for Finance & Administration

**Responsible University Administrators**: Holley Schramski, Associate Vice President and Chad Cleveland – Controller

**Policy Owner**: [Procurement](#)

**Policy Contact**: [Chad Cleveland](#)

**Phone Number:** 706-542-1197

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#### Record Retention

Records may include but are not limited to: purchase requests; purchase orders; supplies, and services; copy of official agreement; and related documentation and correspondence.

Record Copy: Procurement

Retention: 5 years, BOR [0472-03-001](#)

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#### Related information

[Sponsored Projects Administration Site \(SPAS\)](#)

[Consulting Services](#)

[Departmental Sales and Services Accounts](#)

[Business Procedures Manual \(BPM\) section 3.1.2](#)

Date Reviewed: 02/05/2018

[< Consulting Services](#) | [Trade Ins](#) >

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#### Policy Dates

Effective Date: 01/01/2016

Date Last Updated: 06/17/2016

Date of Last Review: 02/05/2018

Date of Approval:

Previous Version of Policy: