



SAN DIEGO STATE UNIVERSITY

Subject: GENERAL GUIDELINES – “THEY-PAY-US” AGREEMENTS

Departments: Budget & Finance (B&F)
Contract & Procurement Management (CPM)

Date: March 2017

Supersedes: October 2016 version

NOTE: All grant funding is administered by SDSU Research Foundation.

Agreements with Auxiliary Organizations:

- Process applies when a campus department is providing a service and/or good to an Auxiliary Organization or otherwise receiving payment from an Auxiliary Organization.
- Auxiliary Organizations include SDSU Research Foundation, The Campanile Foundation, Associated Students, & Aztec Shops.
- Examples include employee salary/benefits reimbursement for staff supporting SDSURF projects, donor support for university programs/projects, and other agreements as appropriate.
- Process:
 - Complete the On-Campus Reimbursed Agreement form (available on <http://bfa.sdsu.edu/prosrvcs/forms.htm> and will soon reside on SDSU intranet). B&F will provide assistance in drafting these agreements.
 - Email completed form to budget@mail.sdsu.edu for initial review, assignment of agreement number and routing for signatures via EchoSign.
 - Agreement is not fully executed until it has been signed by the Auxiliary and CPM.

Real Property Leases and Agreements with External Entities:

- Process applies when SDSU is the Lessor or when a campus department is providing a service and/or good to an External Entity or otherwise receiving payment from an External Entity.
- Examples include project partnerships for which SDSU will be reimbursed for its costs, lease agreements, sponsorships, and other agreements as appropriate.
- Process:
 - Complete the External Reimbursed Agreement form (available on <http://bfa.sdsu.edu/prosrvcs/forms.htm> and will soon reside on SDSU intranet). Scope of work can be provided as an attachment. CPM will provide assistance once all parties to the agreement have reviewed and agreement is in final draft.
 - Email completed form to budget@mail.sdsu.edu for initial review, assignment of agreement number and routing for signatures.
 - Agreement is not fully executed until it has been signed by the External Entity and approved by CPM. Real Property Leases are not fully executed until it has been signed by the External Entity and the AVP, Real Estate, Planning, & Development.

Agreement with Campus Departments:

- Process applies when a campus department is providing a service and/or good to another campus department.
- Generally only applies when the campus funding sources differ between the departments. When appropriate, a budget transfer is the preferred method of exchanging funds but a budget transfer can only be processed within the same campus fund (i.e. both departments operate in the UOF fund 1006).
- Examples include summer housing for student athletes, Student Health Services for Continued Education programs, and other agreements as appropriate.
- Process:
 - There is not a standard template for these types of agreements. The departments should prepare a Memorandum of Understanding (MOU) outlining the terms of the exchange (term of agreement, scope of work, payment terms and amount, GL accounts, etc.). To assist you in this process, Budget & Finance will provide examples of existing MOUs upon request.
 - Email completed form to budget@mail.sdsu.edu for initial review, assignment of agreement number and routing for signatures via EchoSign.
 - Agreement is not fully executed until it has been signed by all parties (campus departments).

Additional Considerations:

- All they-pay-us agreements must include the deposit CRS and/or account number to ensure funds are deposited correctly.
- For recurring they-pay-us activity, a department must submit a Request to Establish a University Account (cost center) form to B&F for approval before entering into any agreement to provide goods and/or services.

B&F will route all agreements to CPM for assignment of a agreement number, and for filing in Oracle once the agreement is fully executed. Initiating department(s) and Accounting Services will also receive a copy via email when the agreement is fully executed.

Note: B&F will only accept agreements from those individuals authorized to submit per the B&F Signature Authority.

Questions on the “they-pay-us” process can be directed to B&F via email to budget@mail.sdsu.edu or call Yesenia Acosta at 4-6603 for assistance.

Questions specific to drafting agreements can be directed to CPM via email to mtanner@mail.sdsu.edu for assistance.

Notes for B&F/CPM:

- CPM will ensure that all “they pay us” agreements are directed to B&F for review & processing
- B&F will route Auxiliary Agreements via EchoSign to all parties (CPM for assignment of agreement# > Required Approvals > Auxiliary > CPM)
- B&F will route External Agreements to all campus parties (CPM for assignment of agreement# > Required Approvals > CPM) and then to CPM who will route for remaining approvals (CPM > External Entity)
- B&F will route Campus Agreements (MOUs) via EchoSign to all parties (CPM for assignment of agreement# > Required Approvals)
- *Athletics will follow their existing policies and procedures as it relates to they-pay-us agreements*