

**04.209 Interagency Payments**

Interagency agreements involving payment of funds from the System to another state agency will require a purchase order regardless of the amount. If an IAC is involved, the IAC number must be noted on the Purchase Order. When work is completed or goods received, notification, referencing the Purchase Order number must be sent to the University Payment Services Division of PPS. The other state agency should be instructed to forward an invoice, referencing the Purchase Order number, for payment to the University Purchasing & Payment Services Department, P.O. Box 310499, Denton, Texas 76203-0499.

If all items are in order, the University Payment Services Division will process for payment.

Under the Uniform Statewide Accounting System (USAS) these transactions are referred to as Interdepartmental Transfer Vouchers (ITV).

Refer to Policy 2.5.6 for information regarding how to process an Interagency Contract.

If the System is receiving payment from another State agency, University Payment Services must be contacted in order to set-up the transaction in USAS.