



Contract Templates and Guidelines

Service Agreements are NOT required for purchases of goods or services under \$15,000 with some exceptions (see bullet points below). The PO Terms & Conditions should be utilized instead of a service agreement. Make sure to attach the PO's Terms & Conditions to the requisition and send it to the vendor for signature.

When is an agreement/contract required?

- The purchase is for \$15,000 or above.
- The purchase is for professional services (i.e., the contractor is required to be licensed or certified).
- The contractor requires an agreement.
- The purchase is IT/software related.
- Service Agreements are also required for the following types of services:

1. Catering

a. Catering Agreement criteria:

- i. Between UTT and Catering Company
- ii. University pays a specific dollar amount
- iii. Location and event must be documented
- iv. If the company is setting up and/or serving their food

Note: If you are ordering food, either you are picking up the food or they are dropping it off to you at the door, you DO NOT need a contract or agreement if under \$15,000. This can be a PO only or paid with a ProCard if under \$499.00.

Click [here](#) to view the list of Vetted Food Vendors for all campuses.

2. Food Trucks

a. Food Truck Agreement criteria: **Cash Sale**

- i. Between UTT and Food Truck Owner
- ii. Cash sales are allowed
- iii. Location, date, and event name must be documented

b. Food Truck Agreement criteria: **Non-Cash Sale**

- i. Between UTT and Food Truck Owner
- ii. University pays a specific dollar amount (no cash sales)
- iii. Location, date, and event name must be documented

3. Specialized Services needing Service Agreement

Examples of specialized services include: Consultant, Performer/Entertainer , Professional Services, Speaker/Presenter/Instructor

a. Standard Service Agreement with Insurance criteria:

- i. Between UTT and the Service Provider
- ii. Specifics or deliverables need to be outlined
- iii. List services provided in exchange for compensation
- iv. Outlines details about business relationships such as pricing, ownership, etc.
- v. Service provider required insurance coverage language to be included
- vi. Any agreement with a business, whether it is a corporation, LLC, sole proprietorship, etc.
- vii. If you are contracting with an individual and the service they provide is their primary income source

a. Standard Service Agreement without Insurance criteria:

- i. Between UTT and Service Provider
- ii. Specifics or deliverables need to be outlined
- iii. Lists services provided in exchange for compensation
- iv. Outlines details about business relationships such as pricing, ownership, etc.
- v. The Service Provider is not a legal business and is conducting work on the side as an individual.
- vi. The Service Provider is not an employee of UT Tyler or UT System.

4. Construction Agreement criteria:

- a. Between UTT and Contractor
- b. Sets scope and terms of work for the project

5. Amendment criteria:

- a. Between UTT and Vendor
- b. A change, correction, clarification, or deletion to an agreement that has already been executed

Important:

- Please delete all instructions (usually highlighted in teal or brackets), as well as any other highlighting (usually in yellow) within the document, before sending it to the contractor for signature.
- All contracts or agreements need to be processed through Symplr.

Facility Use and Joint Sponsorship Agreements

a. Event Management Instructions:

- i. [Event Management](#)
- ii. [Event Procedure Manual](#)
- iii. [Joint Sponsorship](#)
- iv. [About Scheduling & Conference Services](#)
- v. [Scheduling & Conference Services Guidelines](#)

b. Facility Use Agreements:

- i. Processed through [Event Management](#)
- ii. Event management and logistics
- iii. Student Organizations, Faculty & Staff, and External Clients
- iv. [UT Tyler HOP 5.14 Use of University Facilities](#)

c. Joint Sponsorship Event criteria:

- i. Processed through [Event Management](#)
- ii. Joint Sponsorship locations can include all of UT Tyler property, to include, but not limited to, all campuses, parking lots, and locations that are not considered “special use facilities” (see [UT Tyler HOP 5.14 Use of University Facilities](#)).
- iii. UT Systems Regents' Rules and Regulations [Rule 80105](#): Joint Sponsorship of the Use of Property or Buildings