**Affiliation Agreement**

**Procedures for Departments**

Affiliation Agreement

An affiliation agreement is a contract between University of Houston and an external entity for establishing a relationship of a continuing nature with an outside academic clinical, internship, or training site. Affiliations may be program specific or authorize the implementation of further specific programmatic relationships. Affiliation agreements are not sole sources.

Procedure

The OCA and/or Purchasing Department does not initiate contact with any facility about acquiring any agreements. Individual departments must initiate contact with desired facility and determine if the facility will accept the “Department/College Affiliation Agreement” for their program or if the facility prefers to use its own agreement. Current affiliation agreements are listed on the UHS General Counsel’s website (<https://www.uh.edu/legal-affairs/contract-administration/contract-documents/department-specific-contracts-and-forms>).

1. When submitting requisitions to the Purchasing Department (assigned Team Buyer), include the executed affiliation agreement with approvals and supporting documents. Affiliation agreements are not considered procurements or sole sources.

* If requisitions are greater than $100,000, include Addendum C (Addendum C is found on the Purchasing website under forms see link: <http://www.uh.edu/office-of-finance/purchasing/Forms/>).

1. Attach the affiliation agreement which includes necessary addendum(s) that shows the compensations to the facility to the requisition. The affiliation agreement should have a contract number.
2. Submit the requisition through workflow to the assigned Team Buyer for processing.