



**MEMORANDUM OF UNDERSTANDING**

**FY:** 2022/2023

**NOTE:** UNLIKE A CONTRACT WITH AN OUTSIDE FIRM, A “MEMORANDUM OF UNDERSTANDING” (MOU) REPRESENTS AN AGREEMENT BETWEEN UNITS OF THE UNIVERSITY. LOCAL MOUS SHOULD BE WRITTEN TO BE EASILY UNDERSTOOD BY BOTH PARTIES, AND SHOULD NOT USE LEGALISTIC WORDING. ULTIMATELY, THE RESOLUTION TO A DISPUTED MOU WILL FALL UNDER THE AUTHORITY OF THE CAMPUS PRESIDENT.

**MOU REFERENCE NUMBER:** \_\_\_\_\_ *(Financial Services Use Only)*

This Memorandum of Understanding is established according to the following provisions:

**Service Provider:** \_\_\_\_\_

**Service Recipient:** \_\_\_\_\_

**Enter a summary of services provided under the MOU.** Where applicable, include service levels, frequency of use, etc. Attach additional pages as necessary.

**Check one option below to indicate when the payment for services will be due, including exact due dates. This is a required field.**

|                      |                               |                         |           |        |
|----------------------|-------------------------------|-------------------------|-----------|--------|
| Annual <i>(Date)</i> | Monthly <i>(Day of Month)</i> | Quarterly <i>(Date)</i> | Semester: |        |
| Due Dates: _____     | _____                         | _____                   | Spring    | Summer |
|                      |                               |                         | Fall      | Winter |

**Enter description of how the cost is determined:**

**Service Providers and Service Recipients:** *Cost Recovery Worksheet must* be attached.

*The Associate Vice President of Financial Services will approve and verify that all MOUs are in compliance with University and State policies. All parties will receive a copy of the approved MOU via email.*

**Service Provider’s Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Service Recipient’s Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ASSOCIATE VICE PRESIDENT OF FINANCIAL SERVICES APPROVAL:** \_\_\_\_\_

**Date:** \_\_\_\_\_