

Procurement and Contract Services

Process for Requesting a Memorandum of Understanding

(this process does not apply to internships or student placement agreements)

All requests for a Memorandum of Understanding (MOU) must be directed to the Contract Services Section of Procurement and Contract Services.

The campus departments shall forward all pertinent documents and information via email to the Contract Management Specialist when they need a MOU developed.

The requesting department shall indicate if the request is for the renewal of an existing MOU which has or which is about to expire, a new MOU or an amendment to a current MOU.

The request shall include the following:

- Purpose statement and background information
- Scope of Work/Responsibilities of each party
- Dates covered by the MOU (start and end date)
- Contact person name, phone # and email address for other party
- Name and title of signatory for other party if known (not required)
- Confirmation of Department Approval by Dean, AVP or VP for the requesting department via email or memorandum of authorization.

The Contract Management Specialist will review the request to make sure all required information is included and draft the MOU using the information provided by the Requesting Department as follows:

MOU on University Template:

It is preferred that all MOU's be executed using a University template. The Contract Management Specialist will draft the MOU using the appropriate University template. A copy will be emailed to the requesting department for review before finalizing. Upon review by the requesting department the MOU is emailed to the other party for their review and approval.

MOU on Other Parties Template:

Periodically the requesting department will receive a MOU in a format developed by the other party. In this case the document is to be forwarded to Contract Services, Contract Management Specialist with a memo of authorization (as mentioned above) indicating the requesting department has reviewed the agreement and agrees to the scope of work. The Contract Management Specialist shall review the document for accuracy, making any revisions as needed and/or negotiating language, terms, or conditions with the other party as required until the document is finalized.

Upon final execution the requesting department will be provided a copy of the agreement for their records.