**Memorandum of Understanding**

**For Interdepartmental Services**

**Between the Departments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the Requesting Department)**

**And**

**The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the Performing Department)**

**For the Fiscal Year 20\_\_\_ - 20\_\_\_**

*Initial MOU Modification #*

The purpose of this document is to provide a written agreement between the requesting and performing departments for services to be provided through interdepartmental work orders. Performing departments must initiate this form and have it signed by requesting and performing department heads. Both departments should retain copies for audit purposes.

**Performing Department services as itemized below:**

Service #

1.

**Budgeted Amounts:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Performing Department** | | | | **Requesting Department** | | | |
| **Service # Above** | **Budgeted Amt** | **Fund** | **Auth** | **Project.**  **/Activity** | **Acct.** | **Fund** | **Auth** | **Project.**  **/Activity** | **Acct.** |
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| **TOTAL** |  |  |  |  |  |  |  |  |  |
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**Method of Calculation of Charges:**

*Describe the calculation for each type of service in detail.*

**Billing Documentation Required from Performing Department Before Approval of Charges:**

*(Such as City personnel costs detailed, non-labor costs, other detailed documentation, etc.)*

**Billing Disputes:**

Disputes shall be resolved by the Performing Department’s Finance Director and the Requesting Department’s Finance Director as necessary.

**This MOU has been entered into on the dates below.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Requesting Department Head Print Name and Title Date

Or Designee Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Performing Department Head Print Name and Title Date

Or Designee Signature