MEMORANDUM OF AGREEMENT INSTRUCTIONS
(For Procurement of Services)

1 – All agreements should be drafted on CES letterhead and begin with the following language:

Agreement between
The Board of Trustees of the University of Arkansas acting for
and on behalf of
The University of Arkansas, Cooperative Extension Service and
(Name of Service Provider)

2 – Date: The date should follow the above identification of the parties.

3 - Personnel: Who are the contact people for CES and for the service provider? Name the county, department, club, etc. involved in this agreement.

4 - Related Party Disclosure:
• Is the other party a former employee and, if so, when was employment terminated?
• Describe any personal or financial relationship that exists between the contracting parties and their affiliates. If no such relationship exists, so state.

5 - Scope of Work:
• What will job consist of, and how will the job be accomplished?
• Will it be completed in stages or will the total job be delivered on or before the completion date, etc.?
• What will CES expect to receive in return for the agreed-upon amount? What format and/or medium are required?
• What is the expected benefit to CES, and why can this service not be provided within the agency?

6 - Term of Agreement:
• What is the timeframe in which the services will be rendered?
• What is the estimated completion date of project? Is this date flexible?

7 - Consideration:
• What amount is to be paid for the services provided?
• Are expenses, if any, included in the price, or are they extra? Note: If travel expenses are to be paid separately, a TRAV 229 is required in advance and a request for reimbursement will have to be submitted after the event. Only state-rates will be paid. It is highly recommended that expenses be included in the honorarium to reduce paperwork (Trav 229 & 207) and speed up payment after the event.
• How will payments be made – are there to be partial payments, lump sum etc., and what will trigger a payment? **Note: Speakers cannot be paid in advance or on the date of the event.** Their payment will be processed as quickly as possible after the event is complete and services have been satisfactorily rendered.

8 - Breach:
• What is considered a breach of the contract?
• Will non-delivery of services by the stated due date create a hardship for CES?
• What is the remedy/consequence if the agreement is breached?

9 – All agreements should have the following signature lines:

<table>
<thead>
<tr>
<th>Kyleen W. Prewett, DBA, CPA, CGFM</th>
<th>Name of Service Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Director for Finance &amp; Admin.</td>
<td>Title &amp; Name of Organization</td>
</tr>
<tr>
<td>UA, Div. of Ag, Coop. Ext. Service</td>
<td>Contact Information for Service Provider</td>
</tr>
</tbody>
</table>

10 – Process:
• This template should be used to draft all agreements to *procure* services from individuals.
• The draft MOA should then be submitted to the Purchasing Manager from the Staff Chair, specialist, Dept. Head, etc. for review. (Volunteers should not be working directly with Purchasing or the Office of the CFO.)
• When everything is in order, the Purchasing Manager will submit the MOA to the CFO for signature.
• The CFO will send the signed MOA back to the requestor who will forward it to the other party. □ A copy of the fully executed (signed) MOA should be sent to both the CFO and the Purchasing Department.
• Once the signed MOA is received in Purchasing, the requestor will be authorized to enter a requisition in Banner.
• Once the requisition is approved, a purchase order will be created, so that subsequent payments can be made against the agreement.
• A completed W-9 form is required before a payment can be made.
• A copy of the signed agreement may be used as an invoice to speed up payment. The CES employee involved can simply write “OK to Pay” and sign and send to Financial Services/Accounts Payable for payment (mail, email, fax). If available, it would be nice if the PO number was included on the agreement.

**Note:** Speaker fees should not be paid with checks from County Depository or Club accounts. Expenses may be charged to the County Depository using Fund 13823.

Revised 2.23.16