

## INTERNAL MEMORANDUM OF AGREEMENT (MOA) PROCEDURE/EXAMPLE FORM

**Internal Agreement:** A written agreement between two programs that are located at the Educational Service Center (i.e. Educational Service Center, Help Me Grow, Family & Children First Council, Head Start, Early Head Start)

Note: This does not need to be board approved

### Procedure:

1. Create an Internal Memorandum of Agreement (see example below)
2. Both program representatives should sign and date agreement
  - a. Both program representatives should keep a signed copy of the agreement for their records
3. The payer should create a requisition
4. The payee should fill out a Billing Authorization Form (available at [www.bcesc.org](http://www.bcesc.org) or the S Drive under forms) and submit to the Accountant in the Treasurer's Office with the signed Internal Memorandum of Agreement form attached
5. The Accountant will then invoice the payer
6. The payer should sign off on the invoice and submit to the Accountant for payment
  - a. This is how funds are transferred from one account to the other

**\*\*NOTE:** If a program is paying an employee of the Educational Service Center directly for services beyond their annual salary amount, a payroll master will need to be filled out by the employee's supervisor. This is not a contracted service agreement. It will need to go through payroll.

For further clarification on how to fill out the payroll master, please see your supervisor.

Please use the example below as a guideline in creating future Internal Memorandum of Agreements.

### Internal Memorandum of Agreement (MOA)

Date

Program Name agrees to pay Program name in the amount of \$ dollar amount for detailed description of services to be completed by date.

Payee: Program Name

Payer: Program Name

Authorized by (Print): Name of Person

Authorized by (Print): Name of Person

Signature: Name of Person

Signature: Name of Person

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

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

Additional information may be required pending on terms of agreement.

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**Internal Memorandum of Agreement (MOA)**

November 1, 2011

Early Head Start agrees to pay the Educational Service Center for Professional Development in the amount of \$2,000 to complete 5 child safety trainings at \$400 each to be completed by November 30, 2012.

Payee: Educational Service Center

Payer: Early Head Start

Authorized by: Jane Doe

Authorized by: John Smith

Signature: *Jane Doe*

Signature: *John Smith*

Date: 11/2/11

Date: 11/2/11

Additional information may be required pending on terms of agreement.