



# Operations Manual

<b>Governed By:</b> Program Development	<b>Effective Date:</b> (08/15/2013)
<b>Procedure:</b> Memorandum of Understanding (MOU) - 3	<b>Updated Last:</b> (08/15/2013)
<b>Purpose:</b> To formalize and to record agreements and partnerships made between CEO and other agencies and organizations, for the purpose of most effectively serving customers.	
<b>Refer to Policy #:</b> N/A	

## Summary:

A Memorandum of Understanding (MOU) is a formal record of agreements and partnerships made between CEO and other agencies and organizations; to keep track of the locations, equipment and services that each partner has committed to the relationship.

A Memorandum of Understanding can be drafted by the contact person for the relationship, or their designee.

- If CEO is presented with an MOU for an approved relationship:
  - Send a copy to the Program Development Specialist and the appropriate Director-level supervisor for approval;
  - Upon approval, involved CEO managers should initial on the appropriate line(s), and then obtain the appropriate signatures (including CEO's President or Vice President) on TWO copies;
  - Once signed by both organizations, send an original copy to the requestor and the other to CEO's Program Development Specialist;
  - The Program Development Specialist will scan the MOU into the G:/ and will file the original hard copy.
- If CEO needs to draft a new MOU for an approved relationship, the MOU can be written by the contact person for the relationship, or by that person's designee:
  - Refer to the sample and guidelines that are posted on the CEO Intranet;
  - Send a copy to the Program Development Specialist and the appropriate Director-level supervisor for approval;
  - Upon approval, involved CEO managers should initial on the appropriate line(s), and then obtain the appropriate signatures (including CEO's President or Vice President) on TWO copies of the MOU;
  - Instruct the non-CEO partner to keep one original signed copy and to return one original signed copy;
  - Send the second original signed copy to CEO's Program Development Specialist;
  - The Program Development Specialist will scan the MOU into the G:/ and will file the original hard copy.