

White Human Resources  
 Green Position Control  
 Canary President's Office  
 Pink Department Head / Project Director  
 Golden Rod Payroll



MISSISSIPPI VALLEY STATE  
 UNIVERSITY

**MEMORANDUM OF AGREEMENT**

\_\_\_\_\_ Non-University Employee \_\_\_\_\_ University Employee \_\_\_\_\_ Teaching Faculty\*

This agreement is made and entered in on \_\_\_\_\_ between \_\_\_\_\_  
 (Date) (Department)

at **Mississippi Valley State University** and \_\_\_\_\_  
 (the First party) (the Second party)

The Second Party agrees to provide the following services: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

In return for these services, the First Party agrees to provide payment of \$ \_\_\_\_\_ for the services rendered during the following period(s) \_\_\_\_\_.

\* This payment will be reduced/prorated if the number of students enrolled for the class is less than the required number by the Office of Academic Affairs.

**FIRST PARTY**

**SECOND PARTY**

\_\_\_\_\_  
 President and/or designee

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Identification Number

\_\_\_\_\_  
 Address

**This agreement is binding only upon the signatures of both First and Second Parties.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature

**DEPARTMENTAL USE ONLY**

*This section must be completed prior to presentation of First Party's signature.*

**SOURCE OF FUNDS**

Banner Org. No.: \_\_\_\_\_

Fund No. \_\_\_\_\_

Accounting Use

Fund	Banner Org.	Obj. Code	Amount

\_\_\_\_\_  
 Department Chair/Project Director

\_\_\_\_\_  
 Area Vice President  
 (refer to Approval Limit Schedule)

\_\_\_\_\_  
 Sponsored Programs / Title III Director

\_\_\_\_\_  
 Budget Officer / Position Control

\_\_\_\_\_  
 Vice President Business and Finance  
 (refer to Approval Limit Schedule)

\_\_\_\_\_  
 President  
 (refer to Approval Limit Schedule)