

Memorandum of Understanding

Between

NAME OF SERVICE CENTER and

(DEPARTMENT NAME AND PI)

1. Background

The SERVICE CENTER NAME was established via the University of South Alabama's Service Center Policy to provide and perform specific technical services through a charge-out rate(s). BRIEFLY DESCRIBE SERVICE CENTER OPERATIONS

2. Purpose

This Memorandum of Understanding (MOU) establishes an interdepartmental agreement between SERVICE CENTER and the CUSTOMER. This MOU is effective from 4/1/2015 to 4/30/2017.

3. Scope of Work

NAME OF SERVICE CENTER will provide services described in Attachment A, Scope of Work.

4. Payment terms

Payment is expected within 30 days of the completion of services and for the amount described in Attachment A. Payment will be processed as described in the Service Center Training Guide (add link).

FOR DEPARTMENT:

Signature: _____ Date: _____

Name: _____

Title: _____

FOR SERVICE CENTER:

Signature: _____ Date: _____

Name: _____

Title: _____

SCOPE OF WORK

INCLUDE WORK TO BE COMPLETED FOR CUSTOMER

**INCLUDE RATE BEING CHARGED AND NUMBER OF UNITS FOR TOTAL AMOUNT TO BE DUE
FOR SERVICES PROVIDED**