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: ____________________________________________

For Internal Service Center Use Only
Not valid for sponsored projects
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