

**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
UNIVERSITY STUDENT UNION, INC.**

**MEMORANDUM OF UNDERSTANDING DEVELOPMENT AND SIGNATURE
PROCEDURE**

- SUBJECT:** All USU Memorandum of Understandings must be signed, dated, and contain the appropriate language pertaining to description of services, payment for services, term and renewal.
- REFERENCE:** **CSUN Memorandum – Process for Creation of Memorandums of Understandings – 3/1999**
CSUN Memorandum –Memorandums of Understandings (MOU) – 7/1999
CSUN Memorandum – Campus Policy Regarding MOUs – 4/2004
- ATTACHMENT:** **MOU Log**
USU MOU Model
CSUN University Controller Memorandum of Understanding model
<http://www-admn.csun.edu/controller/mou.htm>
- PROCEDURE:** The appropriate USU Management Team Member (Executive Director, Associate Director Operation & Services, Associate Director Marketing & Programs, Associate Director Finance & Business Services) will verify that all USU Memorandum of Understandings are signed and dated and contain the appropriate language pertaining to description of services, payment for services, term and renewal.
1. Appropriate USU Management Team Member to verify that all Memorandum of Understandings contain language clearly defining the description of services, compensation, term and renewal options, if any.
 2. Appropriate USU Management Team Member will use the “USU Memorandum of Understanding Log” to monitor all Memorandum of Understandings and corresponding term expiration dates, if any.
 3. Appropriate USU Management Team Member will ensure that any renewal of Memorandum of Understandings is fully executed prior to the current term expiration date.
 4. USU Memorandum of Understandings do not have insurance requirements because they are agreements between campus enterprises, auxiliaries, and/or affiliated campus organizations. For the same reason, USU Memorandum of

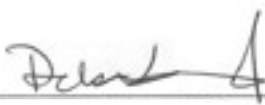
Understandings should be written to be easily understood by both parties and should avoid legal "jargon".

5. When preparing new or renewing Memorandum of Understandings for execution, the appropriate USU Management Team Member will verify that they contain language that clearly indentify the following:
 - a. Description of services
 - b. Payment for services
 - c. Term
 - d. Renewal

6. When preparing new or renewing Memorandum of Understandings for execution, the appropriate USU Management Team Member will arrange for them to be signed and dated in the following order by authorized representatives:
 - a. Other party – Director/General Manager/etc.
 - b. USU – Executive Director or designee

APPROVED BY:

DATE:



Debra L. Hammond, Executive Director
University Student Union, Inc.

2/26/07 _____

COPIES: USU Executive Director
 USU Associate Director, Operation & Services
 USU Associate Director, Marketing & Programs
 USU Associate Director, Finance & Business Services