

MEMORANDUM OF AGREEMENT



Purchasing Department
Lucas Administrative Center 617
Nunn Drive
Highland Heights, KY 41099
(859) 572-5265
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Memorandum of Agreement No. MO NKU
Request For Proposal No.
Department
Account Number

This Memorandum of Agreement for _____ services is made and

entered into this _____ day of _____, 20____, by and between Northern Kentucky University (NKU) and;

NAME: _____ SSN or EIN _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

Services: NKU has determined that University personnel are not available to perform the described services or use of University personnel is not feasible. Therefore, the Contractor will perform the services described below:

PAYMENT: As fee for the services described, NKU agrees to pay the Contractor a sum not to exceed \$ _____ (including expenses if authorized below) upon receipt of signed invoice(s). No other fees or expenses are authorized unless specifically identified in this agreement. Payment will be made as described below:

METHOD OF PAYMENT

AUTHORIZED FEES AND EXPENSES

Hourly: \$ _____ /hour	Mileage current NKU rate	Lodging	Postage
Per Diem: \$ _____ /day	Airfare	Meals	Printing
Fee: \$ _____ /service	Other Transportation	Phone	Miscellaneous
Other: \$ _____			

Payment To Be Made: _____ Upon Completion _____ Other _____

Other Expenses, if any, that will be incurred by NKU on behalf of the contractor - Describe:

Contract Dates: Beginning - _____, 20____ ; Ending - _____, 20____

Cancellation: By either party upon 30 days written notice.

Northern Kentucky University:

Prepared by: _____

Approved: _____

Signature/Date

Director of Purchasing or Authorized Representative

Contractor:

Signature/Date

Notice: This contract subject to immediate cancellation upon disapproval by the Government Contract Review Committee of the Legislative Research Commission.

Type or Print Name