

Memorandum of Understanding (MOU) Approval Process

The Special Administrative Board of the Transitional District of the City of St. Louis has approved the wording of the Memorandum of Understanding (MOU). The MOU is to be used as the model for agreements for services signed with outside entities and agencies that do not require a purchase order.

Important Notes

- A. No services are to be rendered by the outside entity/agency until the MOU has been signed by the outside entity/agency and SLPS.
 - B. Fundraising is prohibited by the outside entity/agency and the first Fundraising paragraph included in the MOU, unless fundraising is pre-approved by the superintendent.
 - C. No MOU is considered to be approved by SLPS until final review of the MOU is completed by the Deputy Superintendent – Institutional Advancement and the Compliance Office, and the MOU is signed by the Superintendent or his designee.
1. The Memorandum of Understanding is posted on the SLPS website under Academics.
 2. Dr. Carlinda Purcell will send a Blast email to all SLPS employees to give the direction on the approval process for an MOU.
 3. The subject matter of the MOU must be approved by the person in the chain of command who is at a level not lower than Director or Executive Director.
 4. No MOU is considered approved until signed by the Superintendent or his designee.
 5. Once the subject matter of the MOU has been approved, the agreement must be negotiated with the outside entity or agency.
 6. If the MOU is signed by the outside entity/agency, unchanged from the approved form, the signed agreement is returned to the person who provided subject matter approval. This person will begin the internal signature process.
 7. If the MOU is changed or the outside entity/agency has a different form, the changes or the other form must be submitted to the person who provided subject matter approval and forwarded for review by the Deputy Superintendent – Institutional Advancement and the Compliance Office.
 8. If the changes are major in nature, the MOU will be forwarded to Lewis, Rice (the District's outside legal firm) for review.

9. After approval, the changed MOU should be signed by the outside entity or agency.
10. Once language of the MOU has been reviewed and the MOU signed by the outside entity/agency, the person who approved the subject matter will submit the agreement to the most senior administrator in their chain of command.
11. The senior administrator will provide a copy to the Deputy Superintendent of Institutional Advancement and the original to the Compliance Office for review.
12. All MOU's will be submitted to the SAB in summary form for approval, prior to submission to the Superintendent or his designee for signature. The SAB will only consider the approval of MOU's at the first meeting each month.
13. In order to be submitted to the SAB, an MOU signed by the outside entity/agency must be submitted to the Compliance Office at least nine calendar days prior to the scheduled meeting date.
14. Once approved by the SAB, the MOU will be submitted to the Superintendent or his designee for signature by the Compliance Office.
15. The superintendent or his designee will sign the MOU and return the original to the Compliance Office. A copy will be provided to the Deputy Superintendent – Institutional Advancement as well as the senior administrator who submitted the agreement.
16. The Compliance Office will maintain a file with the originals of all MOU's.