

MOA Checklist

Information needed to create a Memorandum of Agreement (MOA)	
Description	Provided by the unit
Parties: The persons/entities directly involved or interested in any contract	
Purpose: The essential element of an agreement	X
Background: The events/circumstances leading up to the contract	X
Authority: Permission, a right coupled with the power to do an act or order other to do an act	
Terms and Conditions: The general and special arrangements, provisions, requirements, rules, specifications and standards that form an integral part of an agreement	
Period of MOA: The date that the MOU is covered within, start and end date	X
Funding (agreement with)	X
Contacts and Notifications: <ul style="list-style-type: none"> • Communication • Transmission of knowledge 	X
Modifications and Terminations: <ul style="list-style-type: none"> • Modifications--a change in something • Terminations--end of existence, conclusion or cancelling of an agreement 	
Other Provisions: Generally include sections on project commitments, liability, funding, audit and retention of records, compliance with law, agency flow-downs, if applicable, clarifications, subcontracting, assignment, dispute resolution, confidentiality	
Bilateral signatures: Signatures of both parties	

The end-user will assist with: Purpose, Background, Period of MOA, Funding (agreement with) and Contact information.