

## Memorandum of Understanding

This Agreement made by and between the State University of New York, an educational corporation organized and existing under the laws of the State of New York, having its principal place of business located at State University Plaza, Albany, New York 12246, hereinafter referred to as "State University" for and on behalf of SUNY College of Environmental Science and Forestry having its principal place of business located at 1 Forestry Drive, Syracuse, NY 13210, hereinafter referred to as the "University" and the [ENTER NAME OF STATE AGENCY] , having its principal place of business located at [ENTER COMPLETE ADDRESS OF STATE AGENCY], hereinafter referred to as ["DEFINE STATE AGENCY"].

**WHEREAS**, [STATE AGENCY] is a state agency whose mission is to [ENTER THE AGENCY'S MISSION]; and

**WHEREAS**, [STATE AGENCY] has as one of its core business [ENTER THE CORE FUNCTION ASSOCIATED FOR ENTERING INTO THIS MOU]; and

**WHEREAS**, [STATE AGENCY] is seeking to [ENTER WHAT THE STATE AGENCY IS TRYING TO ACCOMPLISH]; and

**WHEREAS**, University has great depth of experience [ENTER THE TYPE OF EXPERIENCE THE UNIVERSITY HAS IN THE REQUIRED FIELD]; and

**WHEREAS**, University has over [ENTER NUMBER OF YEARS] years of experience in [ENTER THE FIELD OF EXPERTISE]. The University utilizes [ENTER METHOD USED TO ACCOMPLISH MISSION] to accomplish its mission; and

**WHEREAS**, University has the interest, staff and assistance necessary to [ENTER WHAT IS TRYING TO BE DONE]; and

**WHEREAS**, the parties now wish to execute an agreement to evaluate such program and affect these purposes;

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions herein set forth the parties hereto agree as follows:

1. The University shall provide the objective as defined in the attached Exhibit A.
2. The term of this Agreement shall commence on [ENTER START DATE] and continue through [ENTER END DATE].
3. In consideration of the objective defined in Exhibit A, [STATE AGENCY] will pay the University a sum not to exceed [ENTER DOLLAR AMOUNT IN WORDS] (\$) as specified in Exhibit A, upon receipt of proper Journal Transfer/Revenue Transfer Form(s) (AC2414) or General Ledger Journal Entry Form(s) (AC22-S). The University shall receive such payment within fifteen business days of receipt of form.
4. Either party may terminate this agreement with 10 days written notice. In the case of early termination, payment to the University will be based on actual expenditures by the University up to the termination date, not to exceed the maximum funds specified in paragraph 3.
5. This agreement may be amended or extended upon mutual written consent of the parties.
6. Any notice to either party hereunder must be in writing, signed by the party giving it, and shall be served either personally or by registered mail addressed as follows:

TO UNIVERSITY:

TO [STATE AGENCY]:

[Enter Contact Name]  
[Enter Title of Contact]  
[Enter State Agency]  
[Enter Street Address of State Agency]  
[Enter City, State Zip of State Agency]

or to such addresses as may be hereafter designated by notice. All notices become effective only when received by the addressee.

7. This agreement constitutes the entire understanding of the parties hereto and all previous communications between the parties, whether written or oral, with reference to the subject matter of this contract are hereby superseded.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

SUNY, College of Environmental Science and Forestry:

[STATE AGENCY]

By: \_\_\_\_\_  
Dean

By: \_\_\_\_\_  
[NAME OF AUTHORIZED STATE AGENCY SIGNER]  
[TITLE OF AUTHORIZED STATE AGENCY SIGNER]

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By \_\_\_\_\_  
Susan M. Head, CFO  
Vice President of Administration

Date \_\_\_\_\_