



Tehama County Department of Education MOU Department Checklist

Date: _____

Department: _____

Manager: _____

Department MOU Contact: _____

Partnering Agency: _____

Initial/date Original unsigned MOU to Libby Hill for scanning

Initial/date MOU to Superintendent for signature

Initial/date MOU signed and returned to department

Initial/date MOU sent to partnering district / agency for signature

Initial/date Signed MOU returned to department

Initial/date Scanned signed copy of MOU emailed to Libby Hill

Initial/date Originating department establishes invoice in Escape

Initial/date Originating department sets reminder date for invoice to be sent

Initial/date Upon completion of services, originating department submits invoicing to Business after services are complete

➤ Questions regarding MOU process can be directed to Libby Hill

➤ Billing questions can be directed to Roberta Wright



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