



Tehama County Department of Education MOU Department Checklist

Date: _____

Department: _____

Manager: _____

Department MOU Contact: _____

- Original unsigned MOU to Libby Hill for scanning
- MOU to Superintendent for signature
- MOU signed and returned to department
- MOU sent to partnering district / agency for signature
- Signed MOU returned to department
- Scanned signed copy of MOU emailed to Libby Hill
- Originating department establishes invoice in Escape
- Originating department sets reminder date for invoice to be sent
- Upon completion of services, originating department submits invoicing to Business after services are complete

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- TCDE MOU Protocol is located under Business Services - Procedures
 - Questions regarding MOU process can be directed to Libby Hill
 - Billing questions can be directed to Roberta Wright



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