

STATE OF MINNESOTA**MINNESOTA STATE COLLEGES AND UNIVERSITIES****INTRA-AGENCY AGREEMENT**

This form may ONLY be used for agreements between two or more members of the Minnesota State Colleges and Universities. This form may NOT be used for agreements with private parties or with the University of Minnesota. UNLESS ALL SIGNATORIES TO THIS DOCUMENT ARE EMPLOYEES OF THE MINNESOTA STATE COLLEGES AND UNIVERSITIES, THIS AGREEMENT SHALL BE INVALID AND UNENFORCEABLE.

A. This Intra-Agency Agreement is entered into between _____ and _____

The purpose of this Agreement is:

[insert a short description of the agreement/goal]

B. The parties agree that: *[Insert numbered paragraphs outlining the agreement. Specifically list each College's/University's/Office of the Chancellor's responsibilities. Describe items such as services/materials to be provided, deadlines, time(s) and location(s) at which the agreement will be carried out, amount of payment(s) due, and date(s) due, regulations/rules/certifications which apply and the College/University/Office of the Chancellor who must see that they are met, etc.]*

C. Unless the parties have agreed to a different method of dispute resolution, as attached to this Agreement, they shall submit the dispute to the Chancellor or the Chancellor's designee for resolution.

D. This Agreement may be amended at any time with the mutual written consent of each College/University/Office of the Chancellor.

E. This Agreement will be effective on _____, 20 _____, and end on _____, 20 _____

F. Other provisions (Attach additional pages as necessary)

APPROVED:

1.

By (authorized college/university/office of the chancellor signature)
Title
Date

2.

Title
Date
By (authorized signature)

3. VERIFIED AS TO ENCUMBRANCE

By (authorized signature)
Title
Date

4. AS TO FORM AND EXECUTION

By (authorized college/university/office of the chancellor signature initiating agreement)
Title
Date