



Memorandum of Agreement

This understanding is made on _____ between:

Individual/Employee performing services:

Full Name:

Title:

Department:

Hiring Agent:

Business Name: Lewis-Clark State College

Department:

Supervisor:

In consideration of payment in the amount of \$ _____, less taxes, the employee agrees to begin the work on _____ and complete the below described work on or before _____.
(These dates should allow for reasonable delays.)

Description of the project, including services to be performed:

Payment will be made as follows:

By signing this agreement, all parties agree to the terms described above. Alterations to this agreement must be in writing.

Supervisor Signature

Date

Employee Signature

Date

Signed and dated contract must be provided with Personnel Action Form.