COLORADO COMMUNITY COLLEGE SYSTEM

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| **Date:** | Enter today’s date |
|  |
| **Route to the following staff at** Choose Requesting Institution**:** | **Initial after reviewing and signing the MOU and then forward to next person on list.** |
| 1. | Person Making Request ~ Enter Name of Person Making Request  |  |
| 2. | Org Code Owner ~ Name of Org Code Owner |  |
| 3. | If Grant Funded ~ Enter name of person in Finance who coordinates grant funding |  |
| 4. | Human Resources Director ~ Enter Name of HR Director at Requesting Institution (reviews base salary and FLSA Status)  |  |
| 5. | College Controller ~ Enter Name of Controller at Requesting Institution (reviews funding source and overall review) |  |
| 6. | Chief Financial Officer ~ Enter Name of CFO at Requesting Institution (reviews budget and funds ) |  |
| **Route to the following staff at:** Choose Home Institution | **Initial after reviewing and signing the MOU and then forward to next person on list.** |
| 1. | Human Resources Director ~ Enter Name of HR Director at Home Institution(reviews for completeness and initiates payroll action) |  |
| 2. | Employee ~ Enter employee’s name ~ (signs and initials overload section if appropriate) |  |
| 3. | Supervisor ~ Enter Name of Employee’s Supervisor ~ (signs to approve employee’s use of time) |  |
| 3. | Controller ~ Enter Name of Controller at Home Institution(reviews for completeness and notes invoice dates ) |  |
| 4. | Chief Financial Officer ~ Enter Name of CFO at Home Institution (reviews for completeness ) |  |
| ***Return forms and folder to:*** *Choose Requesting Institution* ***Human Resource Department***(Makes & distributes final copies) |
| *Return Original to Requester* |
| *Distribute Copies to:** *Employee*
* *Supervisor*
 | * *HR- Requesting Institution*
* *Controller-Requesting Institution*
* *CFO-Requesting Institution*
 | * *HR - Home Institution*
* *Controller-Home Institution*
* *CFO-Home Institution*
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**Please staple this form to front of a manila folder & place the MOU and any backup material inside the folder.**

**\*\*Please note if you do not fill out the ORG CODE number(s) or if the form is incomplete,**

**the MOU will be returned to the person making the request and delay the process.**