

Memorandum of Understanding
Between
The Office of Policy and Management (“OPM”)
and
the [Insert Agency Name] (the “Agency”)

This Memorandum of Understanding (“MOU”) is entered into by the OPM and the Agency.

WHEREAS, OPM has responsibility for all aspects of state staff planning and analysis in the areas of budgeting, management, planning, intergovernmental policy, criminal and juvenile justice planning, and program evaluation;

WHEREAS, C.G.S. §1-1j provides that, except as otherwise provided by statute, OPM may authorize any state agency to accept payment of any fee, cost, or fine payable to such agency by means of a credit card, charge or debit card, or an electronic payment service;

WHEREAS, the Agency collects fees, costs, and/or fines;

WHEREAS, the parties share a mutual interest in implementing business strategies that improve agency efficiency and customer services; and

WHEREAS, C.G.S §4-8 authorizes the Agency Head to enter into this MOU.

NOW THEREFORE, in consideration of the mutual covenants and conditions stated herein, the parties agree as follows:

1. [Include paragraph only if applicable] This MOU supersedes the MOU(s) executed by the parties on [insert dates of prior MOU(s)] on the same topic; by execution of this MOU, the parties intend to terminate the previous MOU(s) executed by these parties on the same topic, and to operate under this current agreement.
2. The Agency may accept credit cards, charge cards, debit cards, or an electronic payment service for the following:
 - [List types of fees, costs and fines that can be paid by credit, charge, check, debit or electronic payment]
3. The Agency shall be responsible for verifying the accuracy of and reconciling all transaction revenues and fees. OPM may require the Agency to submit an annual reconciliation report with respect to such matters.
4. The Agency shall not accept credit cards, charge cards, debit cards, or electronic payment services for any new services that are not specifically defined by this MOU

