

**MEMORANDUM OF AGREEMENT FOR ACCOUNTING AND FINANCIAL SERVICES  
BETWEEN THE  
KANSAS DEPARTMENT OF ADMINISTRATION SERVICE CENTER  
AND**

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This agreement between the Department of Administration (hereinafter referred to as "DOA") and \_\_\_\_\_ (hereinafter referred to as "AGENCY") is for the sole purpose of AGENCY authorizing DOA Service Center to perform functions within any module of SMART on its behalf. DOA Service Center will perform those module functions as directed by AGENCY. This agreement is effective \_\_\_\_\_, 20\_\_\_\_ and thereafter. It supersedes any previous agreement that might have been in place. This agreement may be revised only by mutual written agreement of the parties.

Termination of this agreement by either party may occur at any time and need not be for cause. However, the terminating party must notify non-terminating party in writing as to the termination. Terminating party must give at least a 60-day written notice of such termination.

The AGENCY agrees to comply with the following:

1. The AGENCY shall designate an employee(s) to be responsible for functions and communications in accordance with this Agreement. This agreement with DOA for use of its Service Center shall be separate from the 'AGREEMENT FOR DELEGATION OF PRE-AUDIT FUNCTIONS.'
2. DOA Service Center shall have the authority to determine that all transactional data entering the accounting system is legal, accurate, authorized, properly coded, adequately documented and that goods are received, or services performed.
3. DOA Service Center shall have complete access to all necessary documentation to support the data entering or leaving the system. It is the responsibility of AGENCY to ensure that DOA Service Center has all necessary information and documentation for completion of duties that AGENCY has assigned to DOA Service Center pursuant to this agreement.'
4. AGENCY employee shall have the authority, experience, and training to enforce compliance with statutes, rules, and regulations, and to require that adequate documentation be provided to support the business processes.
5. The AGENCY will continue to update its procedures, as rules and regulations and/or statutes change. AGENCY will inform DOA of any AGENCY rules and regulations and/or statutory changes that affect DOA Service Center's ability to perform tasks on behalf of AGENCY.
6. The AGENCY shall maintain a file of the supporting documentation for each transaction for the length of time specified by the State Records Board. The document storage method may be either paper or a scanned copy. If scanned copy is used, the agency should contact DOA to document its electronic document storage method.
7. The DOA Service Center shall have access to all necessary documentation to be able to perform approved DOA Service Center duties. The AGENCY shall provide said documentation, to DOA Service Center, upon request.
8. The AGENCY shall comply with all applicable statutes, Kansas Administrative Regulations, and policies.

DOA agrees to comply with the following:

1. The DOA Service Center shall implement internal controls and process standards to safeguard AGENCY's accounting and financial activity in accordance with statutory and regulatory requirements and Division of Accounts and Reports (A&R) policies and procedures.
2. At the direction of AGENCY, the DOA Service Center accepts the responsibility for the prerequisite conditions as referenced in the 'AGREEMENT FOR DELEGATION OF PRE- AUDIT FUNCTIONS.' Participation in the Service Center does not preclude periodic or annual reviews performed by A&R.
3. The DOA Service Center will perform the following SMART processes. Please select the services that apply. Service Center processes offered:

- \_\_\_\_\_ Process AP vouchers and interfunds.
- \_\_\_\_\_ Approve AP vouchers and interfunds.
- \_\_\_\_\_ Reciprocate interfund payments in SMART when applicable.
- \_\_\_\_\_ Process Travel and Expense Reimbursements and Travel Authorizations.
- \_\_\_\_\_ Approve Travel and Expense Reimbursements and Travel Authorizations.
- \_\_\_\_\_ Process P-Card transactions.
- \_\_\_\_\_ Approve P-Card transactions.
- \_\_\_\_\_ Process Purchase Requisitions and Purchase Orders.
- \_\_\_\_\_ Approve Purchase Requisitions and Purchase Orders.
- \_\_\_\_\_ Provide monthly SMART financial reports to Agency.
- \_\_\_\_\_ Process and approve accounts receivable.
- \_\_\_\_\_ Process credit card payments.

\_\_\_\_\_  
Department/Agency Name

\_\_\_\_\_  
Department Head Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

Kansas Department of Administration  
Office of Financial Management

\_\_\_\_\_  
Director of Financial Management

\_\_\_\_\_  
Date