

### **Standard Operating Procedure for Registration to UTRECS - MOUs**

In order to participate in the UAC Clearinghouse, all agencies must execute and receive back two fully executed Memorandums of Understanding (MOUs). One is with the Utah Association of Counties (UAC) and the other is with the Utah Division of Finance.

UAC must receive a copy of both fully executed MOUs to permit program participation.

For the MOU between the Division of Finance and your agency, UAC will be CC'd on the email from the Utah Division of Finance containing the fully executed MOU between your agency and the UT Division of Finance. This is to ensure that this requirement is met. If the UAC clearinghouse has not received both fully executed MOUs, the agency will not be permitted to upload a file.

Once both MOUs are received the agency will be credentialed in the UTRECS secure web portal and are permitted to upload their file.