

**MEMORANDUM OF UNDERSTANDING**  
**Employee Financial Electronic Data Interchange Program**

Purpose: This Memorandum of Understanding (MOU) documents an agreement between the Department of Accounts (“DOA”) and the \_\_\_\_\_ (“the Agency.”) In accordance with this agreement, “the Agency” is agreeing to participate in DOA’s Employee Financial Electronic Data Interchange (EDI) Program.

Scope: Employees are required to participate in the EDI program if they travel more than twice a year unless the affected cabinet secretary has granted an exception.

Terms of the Agreement:

“The Agency” will:

- Solicit participation of the employees in the financial EDI program.
- Disseminate information to employees about the financial EDI program.
- Collect completed enrollment forms and updated State Employee Notification of Change forms from the employees and forward these to “DOA.”
- If requested by DOA staff, verify with the employee whether the prenote was successfully received by the employee’s financial institution and communicate this to “DOA.”
- Be the primary point of contact for any employee questions about the EDI program, an electronic payment that they received, or a payment they should have received electronically.
- Process travel reimbursements with a vendor ID suffix of 33.
- Request the employee complete a State Employee Notification of Change form and forward it to “DOA” if notified by “DOA” that a Notification of Return was received from the employee’s financial institution.

Payment notification and/or remittance data will: (Select one)

- be accessed via the REDI Virginia website on the Internet or on-line CARS by the employee.
- be relayed to the employee by “the Agency.” “The Agency” will access the data via on-line CARS or existing CARS payment reports and notify the employee.

“DOA” will:

- Make available solicitation materials, enrollment forms and State Employee Notification of Change forms to “the Agency.”
- Perform CARS table maintenance and EDI maintenance from the completed enrollment and Notification of Change forms.
- Notify “the Agency” when the employee’s bank account is prenoted.
- Notify “the Agency” when the employee is activated.
- Notify “the Agency” if a Notification of Return is received from the banking system.

Liaisons (Employee EDI Coordinators)

“The Agency” will name a Primary and a backup who will be responsible for responding to employees’ questions, to coordinate implementation, and disseminate information. Completed forms will be sent to the DOA, eCommerce Unit via email, fax or mail. The State Employee EDI Coordinator at “DOA” will provide implementation assistance.

Approvals

The undersigned hereby agree to the provisions contained in this MOU.

_____ Agency Head	_____ Date	_____ Assistant Director, eCommerce Unit General Accounting, Department of Accounts	_____ Date
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Agency Number(s) \_\_\_\_\_