

# **CONTRACT PROCESSING CHECKLIST**

## **CONTRACTOR PROVIDES:**

- \_\_\_\_\_ **Federal ID #**
- \_\_\_\_\_ **Copy of Charter**
- \_\_\_\_\_ **Name and Title of Authorized Signer**
- \_\_\_\_\_ **Boardmember Listing with Titles**
- \_\_\_\_\_ **Copy of Resolution of Appointment of Designee**
- \_\_\_\_\_ **Budget Summary**
- \_\_\_\_\_ **Salaries Detail**
- \_\_\_\_\_ **Prof. Fees / Grants & Awards Detail**
- \_\_\_\_\_ **Subgrants**
- \_\_\_\_\_ **Travel / Conferences & Meetings Detail**
- \_\_\_\_\_ **Capital Purchases Detail**
- \_\_\_\_\_ **Indirect / Admin. Detail**
- \_\_\_\_\_ **Indirect Cost Rate Agreement**
- \_\_\_\_\_ **Approved Cost Allocation Plan**

## **PROGRAM PROVIDES:**

- \_\_\_\_\_ **Contract Processing Worksheet**
- \_\_\_\_\_ **Updated Authority with Word Processing Ref.#**
- \_\_\_\_\_ **Scope of Service with Word Processing Ref.#**
- \_\_\_\_\_ **Justification for Variances to Contract Listing**
- \_\_\_\_\_ **Corresponding letters**
- \_\_\_\_\_ **Commissioner to Commissioner Letter with Word Processing Ref.# (or on disk)**
- \_\_\_\_\_ **Sole Source Letter**

# ***CONTRACT PROCESSING CHECKLIST***

## **BUREAU PROVIDES:**

### ***Contract Processing Worksheet Assurances:***

- Contractor Name equals Charter
- Prior contract information on Worksheet is Correct
- Amount of difference between proposed and prior contract are calculated correctly
- Personnel expenses difference is justified as necessary
- Justification for variance to contract listing
- Authority Changes
- Scope of Service changes
- Special program language changes
- All applicable spaces completed properly

### ***Budget Assurances:***

- Proposed contract amount on Worksheet equals contract amount total budget on Budget Summary
- Proposed contract Personnel Expenses on Worksheet equals contract amount Sub-Total Personnel on Budget Summary
- Salaries Detail total equals contract amount Salaries line on Budget Summary
- Salaries Detail foots, crossfoot and is rounded correctly
- Prof. Fees / Grants & Awards Detail equals Prof. Fees / Grants & Awards line on Budget Summary
- Prof. Fees / Grants & Awards Detail foots
- Subgrants are provided
- Travel / Conferences & Meetings Detail equals Travel / Conferences & Meetings line on Budget Summary
- Travel / Conferences & Meetings Detail foots
- Capital Purchases Detail equals Capital Purchases line on Budget Summary
- Capital Purchases Detail foots
- Indirect or Admin. Detail agrees with Budget Summary and is on file
- Other Detail total equals Other line on Budget Summary
- Other Detail foots and crossfoot