

YADKIN COUNTY CONTRACT CONTROL & LEGAL REVIEW FORM

DATE: _____

SECTION 1

DEPARTMENT: _____ BUDGET CODE: _____

VENDOR NAME: _____ POC: _____ PHONE: _____

VENDOR MAIL ADDRESS: _____

TOWN, STATE AND ZIP: _____ VENDOR ID: _____

CONTRACT TERM: _____ (# of years) CONTRACT AMOUNT: \$ _____ MUNIS CONTRACT NO: _____

NEW CONTRACT

CONTRACT RENEWAL

AMENDMENT TO CONTRACT

DEPARTMENT COMPLETES	DETAILS or QUESTIONS:	DEPARTMENT COMPLETES
	Department Head Signature → _____	

SECTION 2 - COUNTY MANAGER REVIEW

MANAGER COMPLETES	County Manager's Signature → _____	MANAGER COMPLETES
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SECTION 3 - LEGAL REVIEW (only required if contract exceeds \$5,000 or terms are longer than 12 months.)

CLERK COMPLETES	LEGAL TASK ORDER #: _____	CLERK COMPLETES
	TITLE: _____ CLERK TO THE BOARD Signature	

SECTION 4 - Contract Control Form (ROUTING ORDER) I - ATTORNEY, II - INSURANCE, III - IT, IV - FINANCE, V - CLERK TO BOARD

I. ATTORNEY
This contract has been reviewed through the legal review process and approved by the Attorney.

ATTORNEY SIGNATURE: _____ DATE: _____

II. INSURANCE

No Insurance Required	Certificate attached and approved	Hold contract pending receipt of certificate of insurance
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INSURANCE CONSULTANT SIGNATURE: _____ DATE: _____

III. INFORMATION TECHNOLOGY
This document has been reviewed and approved by the IT Director as to technical content.

IT DIRECTOR SIGNATURE: _____ DATE: _____

IV. FINANCE OFFICER

YES	NO	Sufficient funds are available in the proper category to pay for this expenditure.
YES	NO	This contract is conditional upon appropriation by the BOC for sufficient funds
YES	NO	A budget amendment is attached as required for approval of this agreement.

NOTES:

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act

FINANCE OFFICER SIGNATURE: _____ DATE: _____

V. CLERK TO BOARD
This document has been reviewed and approved by the Board of Commissioner and/or County Manager

APPROVED BY THE BOC YES NO DATE: _____

Document Fully Executed, Scanned and Posted on the County Website DATE: _____

CLERK SIGNATURE: _____ DATE: _____