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

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

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:_____