

# **Check List**

## **Contract Execution & Distribution Processes**

After the 60 days Public Comment Period Ends

- \_\_\_\_\_ Contractor signs multiple original Contracts
- \_\_\_\_\_ Board Resolutions or other signed approval granting signatory authority to the individual that signed the Contractor's Contracts (e.g., Mayor, Board of Director, etc.)
- \_\_\_\_\_ BoR executes multiple versions of the Contract
- \_\_\_\_\_ Effective date inserted in the Preamble (page 1)
- \_\_\_\_\_ Distribute the Contracts Internally & Externally
- \_\_\_\_\_ Delegation Memorandum to AO Contract Administrators
- \_\_\_\_\_ Court Confirmation (validation) Processes
  - Irrigation courts
  - M&I solicitor