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County of Santa Barbara Auditor-Controller		Document Review Intake Procedures	
Department Name & Number: <u>County Counsel 113</u>		A/C Intake Staff: <u>Andrew Johnson</u>	
Contact Name & Ext: <u>Susan McKenzie</u>		Date/Time Received by A/C: <u>9/11/16 1:19pm</u>	
Document Type: <u>Contract</u>		Document Name: <u>Agreement for Prof. Legal Svc</u> <u>Hooper, Lundy, Bookman</u>	

Purpose: Procedures and documents to provide a complete packet prior to review in the Office of the Auditor-Controller (A/C). Documents reviewed include contracts, grants, certifications, resolutions, and other.

Item	Description	Dept Verify	A/C Verify
A.	Allow 3 business days for review – plan ahead <ul style="list-style-type: none"> The review process may take up to three business days If the document packet is not complete upon receipt, the time to review will be longer 		
B.	Department Financial/Accounting Reviewer is required <ul style="list-style-type: none"> The Departmental CFO/Business Manager must initial that a financial/accounting review has been completed. <u>Note:</u> All financial/accounting related questions will be directed to the CFO	<u>SM</u>	✓
C.	Include all documents/attachments <ul style="list-style-type: none"> If the item is going to the Board, be sure to include the Board letter and all attachments referenced in the board letter Any other documents requiring review/signature should include all referenced attachments 	<u>SM</u>	✓
D.	Expenditure contracts over \$100,000* must include <ul style="list-style-type: none"> A completed Board Contract Summary Form Board Letter Board Contract Statement of Work (Exhibit A) Payment Arrangements (Exhibit B) Indemnification and Insurance (Exhibit C) HIPAA Business Associate Agreement (Exhibit D) if applicable *Public Works-Public Project Contracts over \$175,000 Public Works-Roads Contract attachments: Board Letter, Contract & Bid List	<u>N/A</u>	
E.	The signature page must include (prior to A/C review): <ul style="list-style-type: none"> Department Head signature County Counsel signature 	<u>SM</u>	✓