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SUBJECT: CONTRACTS

ADOPTED DATE: OCTOBER 2, 2000

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All contracts which bind Cass County must contain the signature of the commission chairman. Prior to being placed on the commission agenda, the department head should forward the contract to the state's attorney for review.

A standardized form may be used when presenting contracts to the commission for approval as follows:

COMPANY REQUESTING CONTRACT: \_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_ DATE OF EXPECTED RETURN  
TO THE COMMISSION OFFICE: \_\_\_\_\_

DEPARTMENT HEAD RECOMMENDING SIGNATURE: \_\_\_\_\_

STATE'S ATTORNEY SIGNATURE: \_\_\_\_\_

STATE'S ATTORNEY COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### CHAIRMAN TO SIGN ORIGINAL AGREEMENT

Contracts shall be on a calendar-year basis, whenever possible.

As a part of the consent agenda for each regular commission meeting, the subject of "Contracts" will be automatically included.

Therefore, departments may submit contracts for board approval up to the day of each commission meeting. Contract approval will be subject to state's attorney review within five days after being approved by the county commission.

HISTORICAL REFERENCE DATE: MAY 4, 1992