

Agreement Checklist

Originator: _____ Unit: _____ Ext. _____

Project Name: _____ Agreement Type: _____

Requires RO/OGC Approval: Date Sent _____ Date Returned _____

Approval Process

<input type="checkbox"/>	Draft agreement/modification received by Agreements Coord. on _____
<input type="checkbox"/>	Draft agreement reviewed by A. C. on _____
<input type="checkbox"/>	Draft agreement to Fiscal for review: Date Sent: _____ Date Returned: _____
<input type="checkbox"/>	Final draft sent to originator for final review Date Sent: _____ Date Returned: _____
<input type="checkbox"/>	Agreement to Forest Sup for signature Date sent: _____ Date Returned: _____
<input type="checkbox"/>	Agreement to cooperator for signature with cover letter Date Sent: _____ Date Returned: _____
<input type="checkbox"/>	Logged into Agreements Database on _____

Setup Agreement Folder and File

<input type="checkbox"/>	Award letter to partner(s) (fully executed agreement)
<input type="checkbox"/>	Send copies to <input type="checkbox"/> Original to File (1580 Grants & Agreements) <input type="checkbox"/> Original(s) to Parties to Agreement <input type="checkbox"/> Copies to AO/SSS <input type="checkbox"/> Copy to B&F (Collection and Disbursements) <input type="checkbox"/> Copy to Principal Contact

Closing Process

<input type="checkbox"/>	Subunit recommendation for closing. _____ (date)
<input type="checkbox"/>	Check with financial management on billings/refunds. _____ (date)
<input type="checkbox"/>	Closing letter _____ (date)
<input type="checkbox"/>	Log closing date on Agreements Database. _____ (date)
<input type="checkbox"/>	Send agreements folder to central files (1580). _____ (date)
<input type="checkbox"/>	(Put closing date on folder)

Last updated: 10/22/04