

STATE CONTROLLER POLICY

ROUTING OF CONTRACTS

- 1) **Order of Routing.** State Contracts sent to the Office of the State Controller shall be routed to the OSC after all other necessary approvals and signatures have been obtained, including, but not limited to, those of the vendor, the State agency or institution of higher education, and other Central Approvers (please refer to Fiscal Rule 3-1 for more information on pre-approval requirements; provided however, that contracts that may require review and approval by the Office of the Attorney General shall be sent to the OSC first, unless the OSC directs otherwise, as the OSC makes the final determination if OAG review and approval is necessary.
- 2) **Return.** The OSC will return approved contracts to agencies via inter-agency mail and to institutions of higher education via U.S. Mail unless another method is requested.
- 3) **Mandatory Content.** All contract packets routed to the OSC for approval shall contain the same items included in section 3 Contract File Contents in the OSC policy entitled "Monitoring Reviews – OSC Contract Approval Delegation".

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State Controller