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SUBJECT: CONTRACTS

ADOPTED DATE: OCTOBER 17, 2022

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All contracts which bind Cass County must contain the signature of the Commission Chairman or the Chairman's designee. Prior to being placed on the Commission agenda, the Department Head shall forward the contract and contract cover form to the Commission Office to be placed on the Commission agenda. The Commission Assistant will then forward all contracts to the State's Attorney's Office for review. The State's Attorney's Office shall review the contracts and return the approval to the Commission Office prior to the Commission meeting.

The form included in Attachment A shall be used when presenting contracts to the Commission for approval. The form includes a portion to be filled out by the department requesting approval and the State's Attorney's Office for approval.

HISTORICAL REFERENCE DATE: MAY 4, 1992  
OCTOBER 2, 2000

Attachment A



**CONTRACT APPROVAL**

**REQUIRED BY DEPARTMENT:**

DEPARTMENT: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

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

BRIEF PROJECT DESCRIPTION: \_\_\_\_\_

\_\_\_\_ NEW CONTRACT OR \_\_\_\_ CONTRACT RENEWAL

**REQUIRED BY STATE'S ATTORNEY OFFICE:**

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

STATE'S ATTORNEY COMMENTS:

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