



County
Administrator

M E M O

Robert W. Wilson
701-241-5770
wilsonro@casscountynd.gov

TO: County Commissioners
FROM: Robert W. Wilson
DATE: October 13, 2022
SUBJECT: Amend Commission Policy Manual Section 29.00

The Cass County Administration Office is requesting to amend Commission Policy Manual Section 29.00 Contracts. The amendment will update the policy to reflect the process being followed by the Administration Office and departments for the approval of contracts. It also provides an updated contract approval form to be used by departments and the State's Attorney's Office.

SUGGESTED MOTION: Move to amend Commission Policy Manual Section 29.00 Contracts as presented.

PO Box 2806
211 Ninth Street South
Fargo, North Dakota 58108

www.casscountynd.gov

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HISTORICAL REFERENCE DATE: MAY 4, 1992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:
