



CONTRACTS/AGREEMENTS/CHANGE ORDERS/TASK ORDERS/RATIFICATIONS CHECKLIST

DEPARTMENT INITIATING DOCUMENT: _____
(EVERY DOCUMENT SIGNED BY MAYOR OR VILLAGE MANAGER MUST BE ACCOMPANIED BY THIS FORM)

DEPARTMENT CONTACT NAME: _____

CONTRACTOR/VENDOR NAME: _____

PURPOSE/SCOPE OF DOCUMENT: _____

EXPIRATION DATE: _____ RENEWABLE? _____ NUMBER OF YEARS: _____

IS LEGAL REVIEW REQUIRED?: _____ IF YES, REVIEW DATE: _____

DOES THIS DOCUMENT NEED TO BE RECORDED WITH THE COUNTY?: _____

COMPLETION PROCESS FOR CONTRACTS/AGREEMENTS/CHANGE ORDERS/TASK ORDERS:

- _____ Department submits document into NovusAGENDA.
- _____ Department submits check list form to the Clerk's Office.
- _____ Council approves the document.
- _____ Clerk's Office distributes final, approved, and fully-executed document copies.
- _____ Department prepares in Tyler Incode a purchase requisition and obtains a purchase order from the Purchasing Department.
- _____ Department is responsible for getting copies of any reimbursements and reports to the Finance Department.
- _____ ALL GRANT REIMBURSEMENTS AND CHECKS MUST BE MAILED TO:
Village of Ruidoso, Attn: Finance Department, 313 Cree Meadows Dr., Ruidoso, NM 88345
- _____ Department is ultimately responsible to ensure agreement renewals, time extensions, or any other changes related to the document.
- _____ Department is responsible for maintaining a file on every document pertaining to their Department. The Clerk's Office will maintain an original document file.
- _____ Department is responsible for making sure the contractor has a valid Village of Ruidoso Business Registration before any services are rendered.

SPECIFIC INSTRUCTIONS FOR DELIVERY:

_____ MAIL IF YES: CONTACT NAME AND ADDRESS _____

_____ ELECTRONIC IF YES: E-MAIL ADDRESS _____
(ONLY APPLIES TO FULLY-EXECUTED DOCUMENT)

_____ HAND-DELIVERED IF YES, BY WHOM _____

FULLY-EXECUTED DOCUMENT RECEIVED ON _____ (DATE)

NOTES: _____

DATE COUNCIL APPROVED: _____
(REVISED JULY 2020)