

**CHECK LIST - RECOMMENDATION PREPARATION**

- 1. Q Recommendation is prepared in memorandum format on letterhead, Block Style, Font Face - Times New Roman, Font size - 11 point, Paper size - 8 2 x 11 (**all single sided/no mixed paper sizes and DO NOT justify right margin**).
- 2. Q Recommendation has a copy of all backup attached (for copying purposes only) such as resolutions, agreements, resume pages, etc., as applicable. *This copy should not be one of the originals requiring signature. (single sided with paper size reduced to 8 2 x 11 as necessary).*
- 3. Q Recommendation has been routed through all required divisions/departments (Budget, Purchasing, Legal, etc.) for sign-off **prior to sign-off by Deputy/Assistant County Administrator** in sufficient time to be received by the noon deadline for County Administrator=s Report for applicable meeting.
- 4. Q Issue Paper has been prepared and is attached to the back of recommendation and backup.
- 5. Q An e-mail or disk copy of recommendation has been sent to **Shirley Gafford for County Administrator=s Report** prior to or by noon deadline.
- 6. Documents requiring the **Chairman/County Administrator=s Signature** should be prepared according to the following criteria, *regardless of what department or outside agency prepared the signature document(s)*:
  - G Documents have been prepared with **Chairman=s** name, title, and the proper attest information.
  - G Documents for the **County Administrator=s signature** have been prepared with his name, title, and notation for two witness signatures. **Do not put an attest for the Deputy Clerk on documents to be signed by County Administrator.**
  - G Correct number of original documents have been submitted (which would consist of the number required by the department, plus one original for the Deputy Clerk).
  - G **Documents are tabbed on right side of page at each location a signature is required.** All tabs should be visible, not concealed in document.
  - G Documents have been completely filled out, except for sections requiring completion by the State.
  - G A memo containing instructions for processing documents which require special handling, such as time constraints, etc., has been attached to documents. **A memo is also required for all documents received for processing after the approval meeting date along with appropriate Resume page.**
  - G **Note:** All documents requiring further execution by outside agencies will be forwarded to the department, for further handling to obtain required signatures, with a note to **return one original for the Deputy Clerk and one copy for County Administrator=s office**. Documents needing no further execution will be returned to the department for appropriate handling/distributing.

This recommendation has been prepared/processed using the criteria provided above. Direct inquiries to:

\_\_\_\_\_  
PRINT NAME/DATE

\_\_\_\_\_  
DEPARTMENT AND PHONE NUMBER

***Recommendations that do not meet the outline above will be returned to the Deputy/Assistant County Administrator***