

## Checklist for Board of Finance/City Council Approval

\_\_\_\_\_  
Department

\_\_\_\_\_  
Person Responsible for Submission

\_\_\_\_\_  
Title or Subject Matter

We are seeking:      Board of Finance approval  
                                 City Council approval  
                                 Concurrent approval

*See Instructions for complete guidance. For each step below, Person Responsible for Submission should check Yes or No in the "Required" field and enter the date of completion if required. Please submit this form with the final version of documents that are ready for posting.*

<b>Required</b>		<b>Date</b>	<b>Item</b>
<b>Yes?</b>	<b>No?</b>		
			Department Head has reviewed and approved memo or other documents to be submitted
			Department memo is included.
			Mayor's Office has been informed of project and has agreed that project is ready to move to BOF/Council approval. If item is to be approved by motion, Mayor has approved it.
			Approval of appropriate Commission or Board has been obtained, and date and fact of approval have been included in memo and draft resolution.
			City Attorney's Office has reviewed and approved any contract or other legal document associated with the project or has authorized project to move forward pending final review.
			CAO's Office has reviewed and approved the financial terms and any budget amendments required.
			CIO's Office has reviewed and approved any IT-related investments.
			HR office has reviewed and HR memo is included if personnel action is involved.
			A draft resolution or motion is attached.
			If not attached, draft resolution or motion has been submitted to or requested from the City Attorney's Office.
			If, for submission to the Council, sponsors other than the BOF are desired, they have been identified.