

Contract Signature, Invoice Request or Contract Closeout

Received by

Date Received

Sewer Service Area

Date Reviewed

Submitting Agency

Program Signoff

Designated Area Yes No

Contract Elements

Program Administration:

SSA Plan Updates:

SSA Plan Amendments:

Conformance Reviews:

Information Technology/
Automation and Outreach:WQM Plan Elements
(appendices, misc.)
or other issues:

Wastewater Specialists and Biologists feedback or comments

Issues or conditions for follow up

Reviewed By:

Date:

Administrative Decision:

Program Sign off:

1. Update Contract worksheet with check mark on invoice received (or date) and email list
2. Email Region (cc Lisa) indicating invoice has been received and invite them to review if they'd like.
3. Review invoice against contract (Or review workplan/contract against last year and need)
4. If needed, set up meeting and discuss priorities, issues, concerns or unfinished work from last year (especially include regional management and staff if this is a new contact)
5. Identify recommended changes to work plan or invoice/reports if needed.
6. Receive updated submittal, re-review and process.
7. Send original signed through finance to agency.
8. Upload documents to SWIMS, send email to contractee ccing appropriate DNR and partners.