Bureau Director Checklist
(Required with instrument submission to Legal for Final Processing)

Getting Ready:

- ☐ ACES Training
- ☐ ADPH Common Mistakes White Paper and Powerpoint
- ☐ Greg Reference Manual

Reviewing:

☐ Attachments tab – Open instrument
- Is it the correct instrument? (i.e. MOU/MOA/Grant/Contract/Private Entity/most current template)

☐ Details tab
- ☐ Bureau/Office name correct
- ☐ Sub-unit is Division/Program name
- ☐ Begin and End date correct and match instrument
- ☐ Purpose of instrument entered and grammatically correct

☐ Contractor tab
- Ensure all information is correct and properly filled out (must reference instrument to ensure it is accurate). **Everything must match.** (Vendor name/address in instrument)

☐ Funding tab
- Ensure fund and object codes are correct (0800 contract/1100 grant)

☐ Attachments tab
- Ensure build is correct (e.g., was a FFATA, COC, BAA needed). **Remember federally funded grants over $25,000 must have a FFATA. See Vendor Flyer.**

☐ Associated Documents tab - **Review information just to ensure it is correct.**
- "Cover Sheet" tab has correct information in yellow section.
- "Summary Data" tab

☐ Review instrument – All must be grammatically correct.
- ☐ Deliverables (department shall/vendor shall)
- ☐ CFDA
- ☐ Clauses
- ☐ Progress report dates
- ☐ Billing (monthly, quarterly, etc.)
- ☐ Close Out Clause (30, 60, or 90 days)
- ☐ Check signature page (FEIN and Address)

☐ Hard Copy signature

Signed by: _____ Date:_____