

Document No. _____

Date Issued: _____

SECTION 164 REVIEW FORM

Title of Document: _____ Contact Name: _____

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Check document category; only submit to category reviewers. OMB, OOC and OAG have 5 working days, except BRD has 2 working days, to review and determine whether the document(s) are sufficient or insufficient. If deemed insufficient, a memorandum explaining the insufficiency of the document(s) is required.

Section 164(A)Division Director: _____ Date: _____ ☐ ☐
☐ **Statement of Policy or Positive Law:** Sufficient Insufficient
1. OAG: _____ Date: _____ ☐ ☐
☐ **IGA, Budget Resolutions, Budget Reallocations or amendments: (OMB and Controller sign ONLY if document expends or receives funds)**

1. OMB:	_____	Date: _____	☐	☐
2. OOC:	_____	Date: _____	☐	☐
3. OAG:	_____	Date: _____	☐	☐

Section 164(B)Division Director: _____ Date: _____ ☐ ☐
☐ **Grant/Funding Agreement or amendment:**

1. OMB:	_____	Date: _____	☐	☐
2. OOC:	_____	Date: _____	☐	☐
3. OAG:	_____	Date: _____	☐	☐

☐ **Subcontract/Contract expending or receiving funds or amendment:**

1. BRD:	_____	Date: _____	☐	☐
2. OMB:	_____	Date: _____	☐	☐
3. OOC:	_____	Date: _____	☐	☐
4. OAG:	_____	Date: _____	☐	☐

☐ **Letter of Assurance/M.O.A./M.O.U./Other agreement not expending funds or amendment:**
1. OAG: _____ Date: _____ ☐ ☐
☐ **M.O.A. or Letter of Assurance expending or receiving funds or amendment:**

1. OMB:	_____	Date: _____	☐	☐
2. OOC:	_____	Date: _____	☐	☐
3. OAG:	_____	Date: _____	☐	☐

Office of the President/Vice President _____ Date: _____