

Resolution Creation and Submission Process Key Steps and Tips

- Use Resolution Template to verify correct formatting when writing resolutions.
- Proofread your resolutions carefully. Perhaps set up a peer review process.
- Prosecuting Attorney needs at least 2 business days to review and sign-off on documents.
- Prosecuting Attorney must sign off on all documents requiring Commissioners' signatures before Commissioners will sign.
- PO requisition requests due Wednesdays at 12:00 noon for PO Proof inclusion in Friday resolutions.
- Journal/OMB request due Wednesdays at 12:00 noon for inclusion in Friday resolutions.
 - See OMB Template Letter for proper request formatting.
 - Letters are to be written on agency letterhead.
- Proofread contracts before submitting them – failure to do so could result in a delayed vote.
 - At a minimum verify: Vendor Name, Dollar Amount, Dates of Service
- On CRMS
 - Resolutions must be formatted and loaded into CRMS as Word documents
 - Fill in Amount field, in the Create a Resolution workspace, only when submitting contracts/agreements.
 - Name your supplemental PDF documents in plain language.
 - Remember the order for submitting supplemental documents:
 - Summary – signed by lead project authority/agency director
 - Agency request letter (if required and different from Summary)
 - Agreements/Contracts – if you have multiple, include them all
 - Other supplements, such as reports, or Agreement/Contract addendums (if they do, or need to, exist separately from any contract or agreements)
 - PO Proof List or Journals (list Journals in the order in which they appear in the resolution)
- Consider using a production schedule to manage your resolution processes.
- Communicate with the Clerk – especially if you have a question, concern, or delay in submitting resolutions. Email her so that she can keep track of the progress of any issues.
- Use the Originals Cover Page when turning in agreement/contract originals
 - If you have more than 1 resolution on the same agenda with contracts or agreements, you can use 1 Originals Cover Page and list the resolutions on it.
 - Remember the Clerk always keeps 1 original