IDAHO STATE BOARD OF EDUCATION

DELEGATED AUTHORITY REQUEST (DAR) CHECKLIST

[Actions submitted for Executive Director Approval]

Institutions should complete and attach this checklist, along with all relevant supporting documents, for request letters sent to the Board office for the Executive Director’s approval (actions not requiring Board approval).

* If the project involves procurement, include a brief description of the process followed. For example, if the request involves a “sole source” request needing approval from the Division of Purchasing, include that information along with any documentation, as well as the date approval was received from Purchasing.
* If the project involves coordination with other state agencies or entities (e.g. Division of Public Works, State Controller’s Office, Attorney General’s Office, etc.), include a brief description of the steps taken in the “Notes/Remarks” section.

**Brief summary of request** (describe the action/document needing approval)**:**

**Date submitted to Board Office:**

**Name of institution:**

**Applicable Board Policy:**

**Source(s) of funds:**

**Point of contact at the institution** (in the event of questions on the request package)**:**

* **Name and Title:**
* **Office:**
* **Phone:**
* **Email:**
* **Back-up point of contact** (name, phone, email)**:**

**Institution legal review:** all requests for Executive Director approval of contracts or other legally binding documents must include documentation from the institution’s legal counsel indicating review and approval of the submission. For example, if the request involves a contract or agreement between the institution and a third party, the institution must provide documentation that its legal counsel has reviewed and approved the document prior to submission to the Board office.

**List of attached required/relevant supporting documents:** (Check the box beside the documents which are included in this package—leave box blank if the document category is not applicable.)

Cover letter to Executive Director requesting approval of action/document(s)

Documentation of legal review

Purchase Order

Agreement or Contract

Term Sheet

Description of Equipment/Supplies/Property/Services

Budget Documents

Capital Project Tracking Sheet

Campus Map (or other map/diagrams) showing project location

Blueprints or Drawings

Change Description

Price Quote or Estimate

Occupancy Costs Notice

Other documents included in the package: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any required documents that are missing from the package and are still being prepared and the expected date the document(s) will be sent to the Board office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Notes/Remarks:**

Briefly summarize any other special factors/concerns related to this request or package. If the request has a critical due date/deadline, state that here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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