

ULSTER COUNTY OFFICE OF THE COMPTROLLER

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Comptroller's Checklist for Contract Approvals

To ensure timely review and approval at the Comptroller's approval level, all contract submissions must meet the following requirements

1. Budget Verification

Confirm that sufficient funds are available in the appropriate budget line before submitting the contract.

2. Consistency of Terms

Ensure that all key terms—effective dates, contract items, amounts, and any other monetary details—accurately match the information entered in NWS.

3. Required Documentation

Attach all supporting documents when applicable (e.g., contract agreements, amendments, quotes).

***Disclaimer:** This document is intended to serve as a general guideline only. While it outlines typical requirements and procedures, individual cases may vary. Additional information or documentation may be requested at the discretion of the auditor based on specific circumstances. This guideline does not guarantee approval of any contract.*

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