

**ACCOUNTABILITY CERTIFICATION**

Board Report Title: \_\_\_\_\_

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**The Board Report originator(s) should initial to certify each item and the Chief Officer for the department originating this Board Report must initial each item and sign below to confirm that all information has been verified.**

1. As required by Section 2-27 of the Rules of the Board, this Board Report and any attachments disclose all information relevant to the matter described in this Board Report, including (check to indicate that disclosure has been made):  
Sufficient background information to apprise the Board fully regarding the matter.  
The term and duration of any agreement described in the Board Report.  
Total anticipated costs for the current year and any subsequent years where expenditures are anticipated.

(Originator(s) Initial(s)) \_\_\_\_\_ (Chief Initial) \_\_\_\_\_

2. This Board Report (check where applicable) anticipates does not anticipate, doing business with a vendor/service provider/consultant. To the extent this Board Report anticipates doing business with a vendor/service provider/consultant, as required by Section 2-27, 5-4 and 5-4.1 of the Rules of the Board, the vendor/service provider/consultant described in the Board Report was selected based upon (check where applicable) Level 1 Procurement Process or Level 2 Procurement Process Level 3 Procurement Process

(Originator(s) Initial(s)) \_\_\_\_\_ (Chief Initial) \_\_\_\_\_

3. This Board Report (check where applicable) anticipates does not anticipate, the signing of a contract. To the extent this Board Report anticipates a contract, the contract documenting the transaction described in the Board Report (check where applicable) has been executed by the vendor and is available for signature by the Board, will be submitted to the Board for signature within the timeframe specified on this Board Report. I acknowledge Board Rule 2-5.1 which prohibits making payments or receiving goods/services until a contract is signed.

(Originator(s) Initial(s)) \_\_\_\_\_ (Chief Initial) \_\_\_\_\_

4. This Board Report (check where applicable) anticipates does not anticipate, expenditures. As required by Section 2-27 of the Rules of the Board, to the extent this Board Report anticipates expenditures the matter described in the Board Report is within approved budgetary appropriations and is a permissible expenditure under the terms of any applicable Grant or funding source.

(Originator(s) Initial(s)) \_\_\_\_\_ (Chief Initial) \_\_\_\_\_

5. This Board Report (check where applicable) includes does not include, a request for approval to renew, extend or amend an existing agreement.

(Originator(s) Initial(s)) \_\_\_\_\_ (Chief Initial) \_\_\_\_\_

6. This Board Report (check where applicable) anticipates does not anticipate, approval of expenditures for change orders. As required by the Illinois Criminal Code, 720 ILCS 5/33E-9, if requesting approval of expenditures for change orders (check where applicable), the circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed, or the change is germane to the original contract as signed (i.e. the original contract and the change order authorized the purchase of the same type of goods/services), or although neither of the preceding alternatives is applicable, the change is in the best interest of the Board and is not intended to violate any legal requirement.

(Originator(s) Initial(s)) \_\_\_\_\_ (Chief Initial) \_\_\_\_\_

**All information described herein and on the Board Report is true and correct:**

\_\_\_\_\_  
**Chief Officer for Originating Department**