

## Send What to Who?

7/6/2020

Item	Send To	Due**
Annual Reports	Clancy Green	September 1
Approved Meeting Minutes	<a href="mailto:districtminutes@conservation.ok.gov">districtminutes@conservation.ok.gov</a>	Monthly, within 5 days after approval
Audit Timeframe Forms	Clancy Green	
Audits/Compilations AND Filing Form	Clancy Green	November 1
Board member contact information updates	Clancy Green	
Budget Requests	Clancy Green	
Change of Meeting Notice(s)	<a href="mailto:districtminutes@conservation.ok.gov">districtminutes@conservation.ok.gov</a>	ASAP after filing
Cost Share Claims*	Clancy Green	
Cost Share Reports/Request for Funds	Tammy Sawatzky	
District Director Filing Forms	Clancy Green	
Fleet Reports*	Tammy Sawatzky	
Form I-9, Employment Eligibility Form	Lisa Knauf-Owen	
Joint Plan of Operation	Clancy Green	June 30th
Local Operational Agreement with NRCS	Clancy Green	
Long Range Plans	Clancy Green	June 30th every 5th year
Net Worth Statement	Clancy Green	November 1
Notice of Lack of Quorum	<a href="mailto:districtminutes@conservation.ok.gov">districtminutes@conservation.ok.gov</a>	ASAP after meeting date
Notice of Newly Elected Officers	Clancy Green	August 1
Notice of Personnel Action	Lisa Knauf-Owen	
Notice of Regular Meetings	Clancy Green	December 15
NRCS Performance Worksheet/Operational Tasks	Clancy Green	Monthly, within 5 days after approval
Performance Review Completion Letters/Notice	Lisa Knauf-Owen	
Pre-Claims (full-time, form 5C)*	General Mail, no specific person	In OCC office by last working day of the month
Pre-Claims (part-time, form 5M)*	General Mail, no specific person	In OCC office by the 10th of the following month
Proof of Publications	Clancy Green	
RCP & WQ Claims*	Ed Crall	
Recommendation for Appointment	Clancy Green	
Reimbursement Claims (Payroll, Operating, etc)*	Clancy Green	
Special Project Claims*	Lisa Knauf-Owen	
Terms of Employment	Lisa Knauf-Owen	
Watershed Inspections	Tammy Sawatzky	
Watershed O&M Claims & Requests*	Tammy Sawatzky	

\*These items MUST be originals and MUST be mailed, all other documents should be emailed with the originals retained in your office files.

\*\*If no specific due date is provided, items are on an as needed/as required basis - check the district handbook & your email for guidance.