

ACCOUNTING

CF
(REGULATION)

ATTORNEY
CONTACTS

In an effort to track and verify legal fees, administrative approval is required for initial contacts with an attorney, for which the District will be billed hours regarding any legal matter. Permission must be obtained from the Superintendent, Assistant Superintendents, Chief Financial Officer, or Special Assistant to the Superintendent, prior to making a call to an attorney.

MAINTAINING A
RECORD

Upon receiving approval, each call must be recorded on a "Monthly Record of Attorney Contacts" form and submitted to the appropriate administrator by the fifth day of the following month in order to verify billing. [See form at CF (REG) (EXHIBIT)]