

SAMPLE
ATTACHMENT TO ENGAGEMENT LETTER

Attachment to Engagement Letter, dated _____
Agreed Upon Procedures

- I. Obtain schedule of sales tax paid during the twelve months ended December ____
 - a. Foot and cross foot schedule.
 - b. Ensure that the total of sales tax paid meets the criteria to receive preference in bidding on public works.

- II. Obtain copies of invoices in support of sales tax paid
 - a. Examine copies of invoices and supporting documentation to determine propriety
 - b. Foot invoices for mathematical accuracy
 - c. Calculate sales tax amount

- III. Obtain copies of cancelled checks
 - a. Examine copies of checks, front and back, in support of the above disbursements, to determine propriety

- IV. Prepare the Affidavit of Certified Public Accountant Submitted as Proof of General Contractor's Compliance with the Provisions of NRS 338.147 and NRS 338.1389 to Renew Certificate of Eligibility.