

**ARIZONA DEPARTMENT OF CORRECTIONS
FORMAT REQUIREMENTS FOR THE FOLLOWING REPORTS:**

LAWSUIT STATUS

PROFESSIONAL LICENSING BOARD NOTIFICATIONS

UPDATE OF PROCEDURES MANUALS AND PROTOCOLS

- 1. The Contractor or the Contractor's Area Monitor shall submit/deliver a letter, signed and dated, to the Department Contract Monitor providing notice and explanation of the action.**
- 2. The letter shall contain as an attachment or enclosure documentation supporting or explaining the action.**
- 3. The Department Contract Monitor may request additional clarifying or supporting information or documentation regarding the action.**
- 4. The Contractor or the Contractor's Area Monitor shall submit any clarifying or supporting information or documentation regarding the action as requested by the Department Contract Monitor.**