



**Professional Compliance Division  
Standard Operating Procedure (SOP) # 00-01  
SOP Effective Date: January 31, 2001**

**Subject: VERIFYING CORPORATE REGISTRATION- REVOCATION**

**Background:**

SOP 00-01 was executed in 2001, requiring the Professional Compliance Division conduct a verification of corporate registration upon request to ensure an organization's incorporation status is in existence and current. However, the Department of Internal Services – Procurement performs this verification for all bid proposers for the County. MDAD has an MOU with ISD-Procurement to perform all our procurement services, therefore this SOP is redundant and should be revoked.

**Authorization:**

Departmental Standard Operating Procedures No. 00-01, Written Procedures for MDAD Units, Division Directors may authorize policy for employees under their supervision and can therefore, upon proper justification, authorize its revocation. All SOP revocations shall be maintained by the Division to maintain accountability and transparency.

**Standard Operating Procedures (SOP) Revoked:** *SOP 00-01 Verifying Corporate Registration*

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.

**Division Director Name**

A handwritten date in blue ink, '3/12/2020', written in a cursive style.

**Effective Revocation Date**