

From: [Soil & Water Conservation Program](#)
To: [DNR.Soil and Water Conservation Districts staff](#)
Cc: [DNR.MGS_SWC Staff](#)
Subject: New Note Type
Date: Wednesday, May 27, 2026 7:18:02 AM
Attachments: [image001.png](#)

Good morning,

There is a new note type "Rollover Contracts" that should be used for all roll-over contracts in addition to the normal "Reason Note" that is required for change orders. Please verify that both note types "Reason Notes" and "Rollover Contracts" has been created when creating change orders for roll-over from FY26 to FY27. Contracts without this note type will be asked to add the note type "Rollover Contracts" to the contract before it can be approved.

The reason for the new "Rollover Contracts" note is so we can track the number of contracts and the dollar amount of each contract that are rolled over into the next fiscal year. At the August commission meeting we share the roll over activity with the commission. The new note will allow us to get a report with accurate information. Thanks.

If you have any questions, please contact your district coordinator.

Thank you,

MoDNR Soil and Water Conservation Program
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