

Agreement # TBD

Legistar # TBD

AGREEMENT CONTRACT ROUTING SHEET

Date Prepared: 07/10/2023

Need Date: 07/21/2023

PROCESSING DEPARTMENT:

Department: CAO-Procurement and Contracts

Dept. Contact: Debbie McGill

Phone: X 5928

Department Head Signature: Jon Manning Digitally signed by Jon Manning
Date: 2023.07.13 11:35:19
-07'00'

Jon Manning, CPPB
Administrative Analyst Supervisor

CONTRACTOR:

Name: _____

Address: _____

Phone: _____

Org Code: _____

Project #
(if applicable): _____

Funding Source: _____

CONTRACTING DEPARTMENT: Chief Administrative Office

Service Requested: Review and Approve template for Transient Occupancy Tax (TOT) Agreements

Description: Template for contracts to be submitted to the Board of Supervisors for TOT Agreements

Contract Term: _____ Contract Value: _____

COUNTY COUNSEL: (Must approve all contracts and MOU's)

Approved: Disapproved: Date: 07/20/2023 By: Ted Daniel Wood Digitally signed by Ted Daniel Wood
Date: 2023.07.20 10:25:32 -07'00'

Approved: Disapproved: Date: _____ By: _____

Approved as to form with minor edits - TDW

HR APPROVAL: WILL BE REVIEWED THROUGH WORKFLOW

RISK MANAGEMENT: WILL BE REVIEWED THROUGH WORKFLOW

PLEASE EMAIL SIGNED DOCUMENT TO: deb.mcgill@edcgov.us

Thank you!