

CONTRACT ROUTING SHEET

Date Prepared: 12/23/08

Need Date: 1/6/08

PROCESSING DEPARTMENT:

Department: Human Services

Dept. Contact: Amy Higdon

Phone #: x4836

Department

Head Signature: 

Doug Nowka, Director

CONTRACTOR:

Name: AARP-Senior Community Services Employment Program

Address: 1135 Terminal Way, Suite 102

Reno, NV 89502

Phone: (877) 324-2243

CLERK OF DISTRICT COURT
2009 MAR 11 PM 4:25

CONTRACTING DEPARTMENT: Human Services

Service Requested: Agreement to become a host agency for the SCSEP Program

Contract Term: 1 year Contract Value: \$0

Compliance with Human Resources requirements? Yes: N/A No: _____

Compliance verified by: _____

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

Approved: four Disapproved: _____ Date: 3/10/09 By: Josh Beck

Approved: _____ Disapproved: _____ Date: _____ By: _____

*Approved as to form - Dept to write
its training of financial obligations - discuss
background of medical screening checks w/ H.R.
Because of the supervisor acquired under
the Host Agreement we recommend against delegation
beyond upper management*

RISK MANAGEMENT: (Must approve all contracts, MOU's and boilerplate grant agreements)

Approved: _____ Disapproved: _____ Date: _____ By: _____

Approved: _____ Disapproved: _____ Date: _____ By: _____

Please contact Amy Higdon at x4836 to pickup. Thank you!

OTHER APPROVAL: (Specify department(s) participating or directly affected by this contract).

Departments: _____

Approved: _____ Disapproved: _____ Date: _____ By: _____

Approved: _____ Disapproved: _____ Date: _____ By: _____