

Contract #: Resolution/Boilerplate  
Index Code: 450000

# CONTRACT ROUTING SHEET

Date Prepared: 2-29-16 3/11/16  
*Resubmitted by Resolution*

Need Date: 3/24/16

PROCESSING DEPARTMENT:  
Department: HHSA/all divisions  
Jennifer Anderson  
Phone #: X6901  
Department  
Head Signature: \_\_\_\_\_  
Don Ashton, M.P.A., Director

CONTRACTOR:  
Name: Los Rios Comm. College District  
Address: 1919 Spanos Court  
Sacramento, CA 95825  
Phone: \_\_\_\_\_

CONTRACTING DEPARTMENT: HHSA/All Divisions  
Service Requested: Resolution for Unpaid Internships - students *preemptive*  
Contract Term: TBD Contract/Grant Value: \$0  
Compliance with Human Resources requirements? N/A x Yes \_\_\_\_\_ No: \_\_\_\_\_  
Compliance verified by: \_\_\_\_\_

COUNTY COUNSEL: (Must approve all contracts and MOU's)  
Approved: x Disapproved: \_\_\_\_\_ Date: 3/22/16 By: P. Bantz  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

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MAR 11 2016

El Dorado County Council

PLEASE FORWARD TO RISK MANAGEMENT. THANK YOU!

RISK MANAGEMENT: (All contracts and MOU's except boilerplate grant funding agreements)  
Approved: ✓ Disapproved: \_\_\_\_\_ Date: 3-23-16 By: 10/30am  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

EDC HR/RISK  
16 MAR 22 PM 01:37

OTHER APPROVAL: (Specify department(s) participating or directly affected by this contract).  
NOTE: Any contract that involves the development, installation, implementation, storing, retrieving, transfer, or sending of electronic information, the acquisition of software or computer related items, or any other service/item that may be IT related, especially those that involve computers and telecommunications, must be approved by IT before submission to Council. This also applies to any other contract that requires approval from another department.

Departments: \_\_\_\_\_  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

[Signature] 3/10/16  
CFO Review Date

[Signature] 3/4/16  
Deputy Director, Administration and Contracts Date

2/3/16