

CONTRACT ROUTING SHEET

Date Prepared: 2/12/14

Need Date: 2/21/14

PROCESSING DEPARTMENT:

Department: CAO/Human Resources
Dept. Contact: Terri Knowlton
Phone #: Xt 5571
Department
Head Signature: *J. Dalry 2/12/14*

CONTRACTOR:

Name: N/A – Personnel Rule Revisions
Address: _____
Phone: _____

CONTRACTING DEPARTMENT: CAO / Human Resources

Service Requested: Review Personnel Rule Revisions (Reso 048-2013)
Contract Term: N/A Contract Value: \$0.00
Compliance with Human Resources requirements? Yes: _____ No: _____
Compliance verified by: _____

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

Approved: *Y* Disapproved: _____ Date: *2/24/14* By: *[Signature]*
Approved: _____ Disapproved: _____ Date: _____ By: _____

Conditional See Confidential memo

EL DORADO COUNTY COUNSEL
2014 FEB 13 AM 8:02

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

RISK MANAGEMENT: (All contracts and MOU's except boilerplate grant funding agreements)

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

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

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