

Agreement # template

Legistar # \_\_\_\_\_

# AGREEMENT CONTRACT ROUTING SHEET

Date Prepared: 07/25/2023

Need Date: 08/02/2023

**PROCESSING DEPARTMENT:**

Department: CAO Admin & Budget  
Dept. Contact: Emma Owens  
Phone: 530-621-5122  
Department Head Signature: Emma Owens Digitally signed by Emma Owens  
Date: 2023.07.25 09:51:14 -07'00'

**CONTRACTOR:**

Name: Various  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Org Code: \_\_\_\_\_  
Project # \_\_\_\_\_  
(if applicable): \_\_\_\_\_  
Funding Source: \_\_\_\_\_

**CONTRACTING DEPARTMENT:** Board of Supervisors directed expense from Non-departmental expenses

Service Requested: Review and approval of the template agreement for community funding

Description: Please approve the template with the ability to use template without the need for Counsel Review for each agreement.

Contract Term: One years from execution Contract Value: \_\_\_\_\_

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

Approved:  Disapproved:  Date: 7/25/23 By: \_\_\_\_\_  
Approved:  Disapproved:  Date: \_\_\_\_\_ By: \_\_\_\_\_

APPROVED AS TO FORM: TDW - RETURN FORM BIANNUALLY TO COGO FOR LAW CHANGES JAN 1 and JULY 1.

**HR APPROVAL:** WILL BE REVIEWED THROUGH WORKFLOW

**RISK MANAGEMENT:** WILL BE REVIEWED THROUGH WORKFLOW

PLEASE EMAIL SIGNED DOCUMENT TO: emma.owens@edcgov.us

Thank you!