

Counsel please include this information in your billing description.	>	Contract #: 10-30506	Legistar #: 13-0599	P & C #: 065-C1475
	>	Index Code: 305100	Lav Log #: 13-21226	Activity Code: 73358 FPS03
	>	Project Contract Documents for Pleasant Valley Road/Oak Hill Road Intersection Improvements		
	>	Description: Project		

## CONTRACT ROUTING SHEET

**PROCESSING DEPARTMENT:**

Department: Department of Transportation

Dept Contact: Janel Gifford

Phone: x5974

Dept Head Signature: *Janel Gifford*  
 Janel Gifford, P.E.  
 Office Engineer

**CONTRACTOR:**

Name: TBD

Address: NA

Phone:

**CONTRACTING DEPT: Transportation**

Service Requested: **Review & Approve**

Contract Term: **40 Days**

Contract/Amendment Amount: \_\_\_\_\_

Compliance with Human Resources Requirements: Yes:  No: \_\_\_\_\_

Compliance verified by: **Contract Notification Sent:** \_\_\_\_\_ **HR Response Received:** \_\_\_\_\_

**Ok Per: N/A Public Works**

**COUNTY COUNSEL:** (must approve all contracts and MOUs)

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

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

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**Please forward to Risk Management upon approval.**

**RISK MANAGEMENT:** (All contracts and MOUs except boilerplate grant funding agreements)

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

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

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

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

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

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