

# CONTRACT ROUTING SHEET

Contract #: \_\_\_\_\_  
**BOILERPLATE APPROVAL**

Date Prepared: 12-17-09

Need Date: \_\_\_\_\_

### PROCESSING DEPARTMENT:

Department: CAO  
Dept. Contact: Sue Hennike  
Phone #: 5577  
Department Authorization: BONNIE RICH

### CONTRACTOR:

Name: Kevin Dugan  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

### CONTRACTING DEPARTMENT: Public Defender

Service Requested: Expert Witness Consultation/Testimony  
Contract Term: 1 years Value: \$5,000  
Compliance with Human Resources requirements? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
Compliance verified by: \_\_\_\_\_

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

Approved:  Disapproved: \_\_\_\_\_ Date: 12-18-09 By: Cal from  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
short form contract for expert witnesses

NOTE: CAO Procurement & Contracts is seeking approval of this short-form agreement as a boilerplate for expert witness consultation and testimony by the Public Defender and District Attorney.

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: \_\_\_\_\_