

# RUSH!

Contract #:

## CONTRACT ROUTING SHEET

Date Prepared: 8/3/18Need Date: 8/3/18**PROCESSING DEPARTMENT:**Department: HRDept. Contact: Mike ReddinPhone #: 5531Department Head Signature: **CONTRACTOR:**Name: N/AAddress: N/A

Phone: \_\_\_\_\_

**CONTRACTING DEPARTMENT:** Human ResourcesService Requested: Resolution review - Urgent Assistant County RecorderContract Term: N/A Contract Value: \$0.00Compliance with Human Resources requirements? Yes: X No: \_\_\_\_\_Compliance verified by: Mike Reddin**COUNTY COUNSEL:** (Must approve all contracts and MOU's)Approved: ✓ Disapproved: \_\_\_\_\_ Date: 8/3/18 By: 

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

STEPHEN WARD  
CLERK OF SUPERIOR COURT  
AUG - 3 PM 3:03  
COUNTY COUNSEL

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: \_\_\_\_\_

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