

CONTRACT ROUTING SHEET

Date Prepared: 12/21/2011

Need Date: Please RUSH

PROCESSING DEPARTMENT:

Department: Human Services
Dept. Contact: Ren Scammon
Phone #: 642-4852
Department
Head Signature: *Ren Scammon*

CONTRACTOR:

Name: Mercy Housing California
Address: 3120 Freeboard Dr., Suite 202
West Sacramento, CA 95691
Phone: 916-414-4400

CONTRACTING DEPARTMENT: Human Services

Service Requested: Review Mercy Housing suggested revisions to County Counsel and Risk Management approved Loan Agreement and Promissory Note

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

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: _____

Please call Beverly Savage when ready for pickup x 4864. Thanks

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

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

