

# CONTRACT ROUTING SHEET

Date Prepared: 04/09/08

Need Date: 04/23/08

**PROCESSING DEPARTMENT:**

Department: General Services  
Dept. Contact: Todd Hall  
Phone #: 5146  
Department \_\_\_\_\_  
Head Signature: \_\_\_\_\_

**CONTRACTOR:**

Name: Highway 50 Association  
Address: P O Box 454  
Placerville CA 95667  
Phone: 295-2151

**CONTRACTING DEPARTMENT:** General Services

Service Requested: Funding in support of Annual Highway 50 Association Wagon Train  
Contract Term: May 15 through June 30, 2008 Contract Value: \$10,000.00  
Compliance with Human Resources requirements? Yes: \_\_\_\_\_ No: X  
Compliance verified by: N/A under \$40,000

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

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

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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: \_\_\_\_\_

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**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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