

# CONTRACT ROUTING SHEET

Date Prepared: 5/1/07

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

**PROCESSING DEPARTMENT:**

Department: CAO/Proc. & Contracts  
Dept. Contact: Dan Lynch  
Phone #: 5180  
Department: \_\_\_\_\_  
Head Signature: Bonnie H. Rich

**CONTRACTOR:**

Name: Microsoft  
Address: 6100 Neil Road, Suite 210  
Reno, NV 89511  
Phone: \_\_\_\_\_

Handwritten notes: *Handwritten*, *Advised*, *2007 JUN 4 PM 4:45*, *EL DO COUNTY FEDERAL SECURITY CENTER*

**CONTRACTING DEPARTMENT:** Information Technologies

Service Requested: Microsoft Enterprise Agreement for software licensing  
Contract Term: Three (3) years Contract Value: \$260,000.00  
Compliance with Human Resources requirements? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
Compliance verified by: \_\_\_\_\_

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

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: June 4, 2007 By: [Signature]  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

SEE ATTACHED MEMO (DL)

ASSIGNMENT  
DATE: 05/02/07  
ATTORNEY: LESLIE GOMEZ  
DEPT. INDEX NO.: 280100  
BY: [Signature]

6/4/07 - met with T. Straling and S. Featherston.  
Approved with condition that notation is added to p.4 under primary contact identifying Tom Straling as "Contract Administrator" pursuant to County Charter Art. II, 602.

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

**RISK MANAGEMENT:** (All contracts and MOU's except boilerplate grant funding agreements)

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: 6/5/07 By: [Signature]  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

Handwritten notes: *2007 JUN -5 AM 9:42*, *RECORDS DEPT*

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

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