

# AGREEMENT CONTRACT ROUTING SHEET

**Date Prepared:** 09/15/2022

**Need Date:** 09/19/2022

**PROCESSING DEPARTMENT:**

**CONTRACTOR:**

Department: P&C

Name: Andrew Amara

Dept. Contact: Matthew McKain

Address: 288 S. Oakland Ave #214

Phone: x5974

Pasadena, California 91101

Department Head Signature: Jon Manning  
Digitally signed by Jon Manning  
Date: 2022.09.15 09:55:36  
-07'00'

Phone: 775-690-3581

Jon Manning, CPPB  
Administrative Analyst Supervisor

Org Code: 3600010

Project #  
(if applicable): \_\_\_\_\_

Funding Source: Road Fund

**CONTRACTING DEPARTMENT:** Department of Transportaion

Service Requested: Review and approve

Description: Tahoma Snow House Lease

Contract Term: 3 months Contract Value: \$ 20,000.00

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

Approved:  Disapproved:  Date: 09/15/2022 By: Daniel Vandekoolwyk  
Digitally signed by Daniel Vandekoolwyk  
Date: 2022.09.15 16:34:41 -07'00'

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

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**HR APPROVAL:** WILL BE REVIEWED THROUGH WORKFLOW

**RISK MANAGEMENT:** WILL BE REVIEWED THROUGH WORKFLOW

**PLEASE EMAIL FOR PICK-UP [cao-contracts-newrequests@edcgov.us](mailto:cao-contracts-newrequests@edcgov.us) Thank you!**