

Contract #: pending  
Index Code: 419500

# CONTRACT ROUTING SHEET

Date Prepared: 9/9/14

Need Date: 9/25/14  
*29*

## PROCESSING DEPARTMENT:

Department: HHSA/Mental Health  
Dept. Contact: Sharon Keoppel  
Phone #: Ext. 4811  
Department  
Head Signature: *[Signature]*  
Don Ashton, M.P.A., Director

## CONTRACTOR:

Name: Mental Health Commission  
Address: Resolution  
Phone: \_\_\_\_\_

*Target Bas Date  
of Oct. 21st*

## CONTRACTING DEPARTMENT: HHSA/Mental Health

Service Requested: Resolution to update bylaws  
Contract Term: \_\_\_\_\_ Contract/Grant Value: \_\_\_\_\_  
Compliance with Human Resources requirements? N/A x Yes \_\_\_\_\_ No: \_\_\_\_\_  
Compliance verified by: \_\_\_\_\_

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

Approved: X Disapproved: \_\_\_\_\_ Date: 9/23/14 By: *[Signature]*  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

COLORADO COUNTY COUNSEL  
11 SEP 23 AM 11:01

PLEASE FORWARD TO RISK MANAGEMENT. THANK YOU!

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

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: 9/24/14 By: *[Signature]*  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
*ok - nothing for RMT*

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

NOTE: Any contract that involves the development, installation, implementation, storing, retrieving, transfer, or sending of electronic information, the acquisition of software or computer related items, or any other service/item that may be IT related, especially those that involve computers and telecommunications, must be approved by IT before submission to Counsel. This also applies to any other contract that requires approval from another department.

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

RECEIVED  
HUMAN RESOURCES DEPT.  
SEP 24 PM 4:35

Please contact Sharon K. ext. 4811 with questions or for contract packet pick-up. Thank you!

*declined / no financial* 9/22/14  
CFO Review Date

*[Signature]* 9/22/14  
Assistant Director - Admin/Finance Date