Counsel please include this information in your billing description.	Contract #: 18-31210	Legistar #: 18-0226	P & C #: 2531
	Index Code: ~~305100~~ 3610100	Lav Log #:	Activity Code: 72192 D425I
	Project Description: Elks Club Drive Capital Overlay and Rehabilitation Project		

CONTRACT ROUTING SHEET

PROCESSING DEPARTMENT:

Department: Department of Transportation

Division: Transportation

Dept Contact: Dan Kikkert

Phone: x7914

Dept Head Signature: 02/12/18

John Kahling, Deputy Director
Engineering, Department of
Transportation

CONTRACTING DEPT: Transportation Division

Service Requested: **Review & Approve**

Contract Term: **25 Work Days**

Contract/Amendment Amount: **$0.00**

Compliance with Human Resources Requirements: Yes: X No: _____

Compliance verified by: **Contract Notification Sent:** _____ **HR Response Received:** _____

Ok Per: N/A-Public Works

COUNTY COUNSEL: (must approve all contracts and MOUs)

Approved: ✓ Disapproved: _____ Date: 2/26/18 By: D. Livingston

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

Please forward to Risk Management upon approval.

RISK MANAGEMENT: (All contracts and MOUs except boilerplate grant funding agreements

Approved: ✓ Disapproved: _____ Date: 2-28-18 By: NS

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

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

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

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

AM 9:15 HR/RM FEB 27 '18