

# CONTRACT ROUTING SHEET

Date Prepared: 01/06/2009

Need Date: 01/11/2009

**PROCESSING DEPARTMENT:**

Department: CAO  
Dept. Contact: Ron Grassi  
Phone #: X5569  
Department \_\_\_\_\_  
Head Signature: \_\_\_\_\_

**CONTRACTOR:**

Name: Buxton Company  
Address: 2651 S. Polaris Dr.  
Fort Worth, TX 76137  
Phone: 817-332-3681

**CONTRACTING DEPARTMENT:** Office of Economic Development

Service Requested: Targeted Retail Retention and Development Tool

Contract Term: Two years Contract/Amendment Value: \$90,000.00

Compliance with Human Resources requirements? Yes:  No:

Compliance verified by: \_\_\_\_\_

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

Approved:  Disapproved:  Date: 1-6-10 By: [Signature]  
Approved:  Disapproved:  Date: \_\_\_\_\_ By: \_\_\_\_\_

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

Approved:  Disapproved:  Date: 1/11/10 By: [Signature]  
Approved:  Disapproved:  Date: \_\_\_\_\_ By: \_\_\_\_\_

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

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