

Agreement # \_\_\_\_\_

Legistar # 21-1827

# AGREEMENT CONTRACT ROUTING SHEET

Date Prepared: 11/10/2021

Need Date: 11/19/2021

**PROCESSING DEPARTMENT:**

Department: Library  
Dept. Contact: Carolyn Brooks  
Phone: x5546  
Department Head Signature: Carolyn Brooks  
Digitally signed by Carolyn Brooks  
Date: 2021.11.10 16:13:50 -08'00'

**CONTRACTOR:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Org Code: 4300000  
Project # \_\_\_\_\_  
(if applicable): \_\_\_\_\_  
Funding Source: \_\_\_\_\_

**CONTRACTING DEPARTMENT:**

Service Requested: Review of Annual Reports for Special Tax  
Description: \_\_\_\_\_  
Contract Term: \_\_\_\_\_ Contract Value: \_\_\_\_\_

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

Approved:  Disapproved:  Date: 11/16/2021 By: Janeth SanPedro  
Approved:  Disapproved:  Date: \_\_\_\_\_ By: \_\_\_\_\_  
Digitally signed by Janeth SanPedro  
Date: 2021.11.16 18:35:12 -08'00'

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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!**