

Please RUSH.
Thank you!! -K
Contract #:

CONTRACT ROUTING SHEET

Date Prepared: 4/11/18

Need Date: 4/11/18

PROCESSING DEPARTMENT:

Department: HR
Dept. Contact: Katie Lee
Phone #: X5628
Department: _____
Head Signature: _____

CONTRACTOR:

Name: _____
Address: _____
Phone: _____

CONTRACTING DEPARTMENT: HR

Service Requested: Review Board Item + RESO for 4/24/18.
Contract Term: _____ Contract Value: (#18-0620) \$0.00
Compliance with Human Resources requirements? Yes: _____ No: _____
Compliance verified by: _____

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

Approved: ✓ Disapproved: _____ Date: 4/11/18 By: Stylal Mance
Approved: _____ Disapproved: _____ Date: _____ By: _____
Approved with specified change

E:\DOCS\2018 APR 11 AM 8:06

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

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

Approved: _____ Disapproved: _____ Date: _____ By: _____
Approved: 2018 APR 11 Disapproved: _____ Date: _____ By: _____

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

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

AM 9:51 HR/RM APR 11 '18