

Agreement # _____

Legistar # _____

AGREEMENT CONTRACT ROUTING SHEET

Date Prepared: 04/18/2022

Need Date: 04/18/2022

PROCESSING DEPARTMENT:

Department: Chief Administrative Office
Dept. Contact: Kerri Williams-Horn
Phone: 530-621-5309
Department Head Signature: Kerri Williams-Horn
Digitally signed by Kerri Williams-Horn
Date: 2022.04.18 09:59:42 -07'00'
Kerri Williams-Horn
Chief Fiscal Officer

CONTRACTOR:

Name: _____
Address: _____
Phone: _____
Org Code: _____
Project # _____
(if applicable): _____
Funding Source: _____

CONTRACTING DEPARTMENT: Chief Administrative Office

Service Requested: Review contract template for Transient Occupancy Tax (TOT) agreements

Description: A contract template has been drafted for TOT agreements being taken to Board

Contract Term: _____ Contract Value: _____

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

Approved: Disapproved: Date: 04/19/2022 By: Janeth SanPedro
Digitally signed by Janeth SanPedro
Date: 2022.04.19 16:03:27 -07'00'
Approved: Disapproved: Date: _____ By: _____

HR APPROVAL: WILL BE REVIEWED THROUGH WORKFLOW

RISK MANAGEMENT: WILL BE REVIEWED THROUGH WORKFLOW

PLEASE EMAIL SIGNED DOCUMENT TO: kerri.williams-horn@edcgov.us

Thank you!