

CONTRACT ROUTING SHEET

Date Prepared: 7/15/15Need Date: 7/15/15**PROCESSING DEPARTMENT:**

Department: Human Resources
 Dept. Contact: Judie Engel
 Phone #: X5531
 Department
 Head Signature: [Signature]

CONTRACTOR:

Name: _____
 Address: _____
 Phone: _____

CONTRACTING DEPARTMENT: County CounselService Requested: Review of Medicare-Eligible Retiree Side LettersContract Term: _____ Contract Value: NACompliance with Human Resources requirements? Yes: X No: _____Compliance verified by: Erin Hane**COUNTY COUNSEL:** (Must approve all contracts and MOU's)

Approved: ✓ Disapproved: _____ Date: 7/15/15 By: [Signature]
 Approved: _____ Disapproved: _____ Date: _____ By: _____

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

Approved: X Disapproved: _____ Date: 7/15/15 By: JH
 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: _____