

Counsel please include this information in your billing description.	>	Contract #: 15-31095	Legistar #: 15-0032	P & C #: 002-C1699
	>	Index Code: 305100	Lav Log #: 15-21393	Activity Code: 72141
	>	Project Silva Valley Parkway Serrano Parkway Traffic Circulation Improvement Project Contract		
	>	Description: Documents		

CONTRACT ROUTING SHEET

PROCESSING DEPARTMENT:

Department: Department of Transportation
 Division: Transportation
 Dept Contact: Cierra Garcia
 Phone: x4925
 Dept Head Signature: _____

CONTRACTOR:

Name: TBD
 Address: NA
 Phone: _____

John Kahling, Deputy Director,
 Engineering, Transportation Division

CONTRACTING DEPT: CDA

Service Requested: **Review & Approve**

Contract Term: _____

Contract/Amendment Amount: **\$0.00**

Compliance with Human Resources Requirements: Yes: _____ No: X

Compliance verified by: **Contract Notification Sent:** _____ **HR Response Received:** _____

Ok Per: _____

COUNTY COUNSEL: (must approve all contracts and MOUs)

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

Please forward to Transportation upon approval.

RISK MANAGEMENT: (All contracts and MOUs except boilerplate grant funding agreements)

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

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

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