

**EL DORADO COUNTY
CHIEF ADMINISTRATIVE OFFICE
PROCUREMENT & CONTRACTS DIVISION**

PURCHASING RECEIVED
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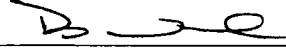
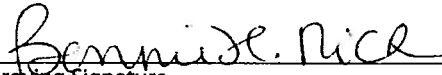
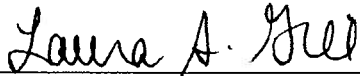
To: Purchasing Agent

Requesting Department: Human Services

Subject: Purchasing Ordinance Section 7.4 - Delegation of Authority to Process Contracts

A department head may request authority to process contracts for the procurement of services independent of the Procurement and Contracts Division by providing a written request to the Purchasing Agent. Provide sufficient justification for the requested authority below:

Human Services, Community Services Division, is requesting approval to process Developer's Agreements and Buyer's Agreements, including any amendments thereto, for affordable housing developments approved in the unincorporated areas of the County. All Agreements will be subject to the approval of County Counsel and Risk Management. Human Services is requesting authority to process said Agreements due to the time-sensitive nature and direct relation to the project approval, construction and subsequent sale of the units.

Department Head	<u></u>	Date	<u>12/4/07</u>
	Signature		
Purchasing Agent	<u></u>	Date	<u>12/10/07</u>
	Approving Signature		
Chief Administrative Officer	<u></u>	Date	<u>12/11/07</u>
	Concurring Signature		

cc: County Counsel

Return to completed to Procurements & Contracts
FAXED FORMS WILL **NOT** BE ACCEPTED