


Contract #: Resolution – Signature authority to Director  
Index Code: 450000


# CONTRACT ROUTING SHEET

Date Prepared: 02-29-2016 03-02-2016 Need Date: 03-08-2016

**PROCESSING DEPARTMENT:**  
Department: HHSA  
Dept. Contact: Zhana Mc Cullough  
Phone #: X7154  
Department Head Signature:   
Don Ashton, M.P.A., Director

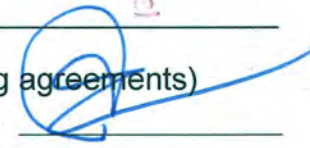
**CONTRACTOR:**  
Name: Resolution  
Address: Revenue Agreements  
Phone: \_\_\_\_\_

**CONTRACTING DEPARTMENT:** HHSA  
Service Requested: Resolution to authorize signature authority to the HHSA Director to sign certain types of revenue agreements/allocations/documents  
Contract Term: N/A Contract/Grant Value: \$0  
Compliance with Human Resources requirements? N/A  Yes \_\_\_\_\_ No: \_\_\_\_\_  
Compliance verified by: Resolution

**COUNTY COUNSEL:** (Must approve all contracts and MOU's)  
Approved:  Disapproved: \_\_\_\_\_ Date: 3/10/16 By:   
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

RECEIVED  
MAR 02 2016  
EDC/HR/RISK

**PLEASE FORWARD TO RISK MANAGEMENT. THANK YOU!**

**RISK MANAGEMENT:** (All contracts and MOU's except boilerplate grant funding agreements)  
Approved:  Disapproved: \_\_\_\_\_ Date: 3-15-16 By:   
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

EDC HR/RISK

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**OTHER APPROVAL:** (Specify department(s) participating or directly affected by this contract).  
**NOTE:** Any contract that involves the development, installation, implementation, storing, retrieving, transfer, or sending of electronic information, the acquisition of software or computer related items, or any other service/item that may be IT related, especially those that involve computers and telecommunications, must be approved by IT before submission to Counsel. This also applies to any other contract that requires approval from another department.

Departments: \_\_\_\_\_  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

 3/2/16  
CFO Review Date

 3/1/16  
Deputy Director, Administration and Contracts Date