CONTRACT ROUTING SHEET **Need Date:** ASAP Date Prepared: 9/2/12 CONTRACTOR: PROCESSING DEPARTMENT: Name: Tahoe Fund Department: **Economic Development** Dept. Contact: Jim Claybaugh Address: P.O. Box 7124 Tahoe City, CA 96154 621-7539 Phone #: 775-298-0035 Phone: Department Head Signature: **CONTRACTING DEPARTMENT:** CAO – Economic Development Service Requested: Review Funding Resolution Contract Value: \$ 1,000.00 Contract Term: N/A Compliance with Human Resources requirements? Yes: No: Compliance verified by: COUNTY COUNSEL: (Must approve all contracts and MOU's) Approved: Disapproved: Date: Disapproved: Date: Approved: PLEASE FORWARD TO RISK MANAGEMENT. THANKS! RISK MANAGEMENT: (All contracts and MOU's except boilerplate grant funding agreements) Disapproved: Date: Approved: Disapproved: Date: By; Approved: N OTHER APPROVAL: (Specify department(s) participating or directly affected by this contract). Departments: Disapproved: Approved: Date: Disapproved: Date: By: Approved:

Contract #: Resolution