


RUSH!

Contract #: Reso-12082015
Index Code: 450000

CONTRACT ROUTING SHEET

Date Prepared: 12/8/15 Need Date: 12/10/15

PROCESSING DEPARTMENT:

Department: HHSA/Social Services
Division
Dept. Contact: Kathy Lang
Phone #: X7147
Department
Head Signature: 
Don Ashton, M.P.A., Director

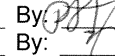
CONTRACTOR:

Name: Personnel Allocation Resolution
Template
Address: _____
Phone: _____

CONTRACTING DEPARTMENT: HHSA/Social Services Division

Service Requested: Template for Personnel Allocation Resolutions
Contract Term: _____ Contract/Grant Value: N/A
Compliance with Human Resources requirements? N/A Yes No: _____
Compliance verified by: Reviewed/updated by M. Strella 12/7/15

COUNTY COUNSEL: (Must approve all contracts and MOU's)

Approved: Disapproved: _____ Date: 12/9/15 By: 
Approved: _____ Disapproved: _____ Date: _____ By: _____

This Resolution has been updated since the previously approved template. Respectfully requesting County Counsel review and approve this Resolution for content and format, for use in future Personnel Allocation adjustments.

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

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

Does not Require Review by Risk Management

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: _____

 12/8/15
CFO Review Date

 12/8/15
Deputy Director, Administration and Contracts Date