## **PROCLAMATION ROUTING SHEET**

PROCESSING DEPARTMENT: Department: Dept. Contact: Rena Russell Phone: 530.621.6519  Department Head Signature:  CONTRACTING DEPARTMENT: Probation Service Requested: Proclamation recognizing July 21 – 27, 2019 as "Pretrial, Probation, and Parole Supervision Week"  COUNTY COUNSEL: (Must approve all contracts and MOU's) Approved: Approved: Disapproved: Disapproved: Date: By:  Disapproved: By: Disapproved	Date Prepared:	05/03/19	Need Date:	ASAP BOS Date of 07/16/2019	
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HR APPROVAL: WILL BE REVIEWED THROUGH WORKFLOW

RISK MANAGEMENT: WILL BE REVIEWED THROUGH WORKFLOW

PLEASE CALL x6519 FOR PICK-UP...THANKS!