

# CONTRACT AMENDMENT ROUTING SHEET

Date Prepared: 01/13/2020

Need Date: RUSH

**PROCESSING DEPARTMENT:**

Department: Sheriff  
Dept. Contact: Sara Dougherty *Jo #1165*  
Phone: X5657  
Department Head Signature: *J. Dav* 3/10/20

**CONTRACTOR:**

Name: Global Tower Assets III  
Address: 10 Presidential Way  
Woburn, MA 01801  
Phone: \_\_\_\_\_  
Org Code: \_\_\_\_\_

**CONTRACTING DEPARTMENT:** Sheriff

Service Requested: Amend IV – to change remittance address for rental payments  
Contract Term: Perpetual Contract Value: \$275 per month with 3% increase annually

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

Approved:  Disapproved: \_\_\_\_\_ Date: 3/10/20 By: *[Signature]*  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

COUNSEL -- PLEASE FORWARD TO HR/RISK MANAGEMENT -- THANKS!

**HR APPROVAL:**

Compliance with Human Resources requirements? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
Compliance verified by: \_\_\_\_\_

**RISK MANAGEMENT APPROVAL:** (all contracts & MOU's except boilerplate grant funding contracts)

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

**OTHER APPROVAL:** (Specify department(s) participating or directly affected by this contract).

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