



CONTRACT APPROVAL ROUTING

The following approvals are required on contracts of all types and dollar amounts, including leases, service agreements, maintenance agreements, term contracts, personal service contracts, and other contracts or agreements not specifically listed. This Routing Form must accompany each contract / agreement submitted for approval.

REQUESTING DEPARTMENT			
Department			
Department Head			
Email		Tel	

CONTRACTOR/COMPANY INFORMATION			
Contractor Name		Email	
Contact Person		Tel	
Address		Fax	
City, State, Zip			

CONTRACT DESCRIPTION/INFORMATION						
Purpose of Contract (brief description)						
Term of Contract	Amount	\$	Start Date	__ / __ / __	End Date	__ / __ / __
Type of Funding	<input type="checkbox"/> General Funds <input type="checkbox"/> Capital Funds <input type="checkbox"/> Enterprise Funds <input type="checkbox"/> Grant Funds <input type="checkbox"/> Other:					

CONTRACT APPROVALS			
	PRINT NAME	SIGNATURE	Date
Department Head			__ / __ / __
Law			__ / __ / __
Procurement			__ / __ / __
Auditing			__ / __ / __
CFO			__ / __ / __
Mayor			__ / __ / __