



From:

Name:

Office Number:

Email:

Please provide all the following information prior to routing:

1. Name of other party to contract: _____

2. Effective Dates: Begins: _____ Ends: _____

3. Amount Paid **by** GC: _____ or **to** GC: _____
Budget Account # _____ being used4. Is this a one-time payment? **YES/NO**
If no, attach a separate payment schedule**5. If contract contains labor and services, and the amount paid by GC is \$2,500 or more, the vendor is required to attach a notarized affidavit to the contract stating they use E-Verify on all their employees.**6. Are fees being collected as part of this contract? **YES/NO**7. Does this contract involve software and/or computer access to secure data? **YES/NO**
If yes, route to the Chief Information Officer (IT) for approval.

List all needed signatures in order. Include where it should be returned after all signatures.

1.	2.
3.	4.
5.	6. Return to: