



CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

1. Contractor: Housing and Human Services		2. Amount:
3. Fund/Account #: 1490-298033	4. Department Name: Housing & Human Svcs	
5. Contract Description: HS-007 Policy for SHIP Purchase Assistance Program		
6. Contract Monitor: Cindy Short		8. Contract Type: GRANT
7. Dept/Office Director: Ian Golden		
9. Type of Procurement: Other		

SECTION II - REVIEW AND APPROVAL TO ADVERTISE

APPROVAL

COUNTY OFFICE

YES

NO

SIGNATURE

User Agency

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☐

Purchasing

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☐

Risk Management

☐
☐

County Attorney

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☐

SECTION III - REVIEW AND APPROVAL TO EXECUTE

APPROVAL

COUNTY OFFICE

YES

NO

SIGNATURE

User Agency

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☐

Golden, Ian

Digitally signed by Golden, Ian
Date: 2024.03.19 08:54:06 -04'00'

Purchasing

☐
☐

Risk Management

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☐

Watson, Michael

Digitally signed by Watson, Michael
Date: 2024.03.21 15:08:01 -04'00'

County Attorney

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Behl-Hill, Louise

Digitally signed by Behl-Hill, Louise
Date: 2024.03.19 11:42:43 -04'00'

SECTION IV - CONTRACTS MANAGEMENT DATABASE CHECKLIST

CM DATABASE REQUIRED FIELDS	Complete ✓
Department Information	<input type="checkbox"/>
Department	<input type="checkbox"/>
Program	<input type="checkbox"/>
Contact Name	<input type="checkbox"/>
Cost Center, Fund, and G/L Account	<input type="checkbox"/>
Vendor Information (SAP Vendor #)	<input type="checkbox"/>
Contract Status, Title, Type, and Amount	<input type="checkbox"/>
Storage Location (SAP)	<input type="checkbox"/>
Contract Approval Date, Effective Date, and Expiration Date	<input type="checkbox"/>
Contract Absolute End Date (No Additional Renewals/Extensions)	<input type="checkbox"/>
Material Group	<input type="checkbox"/>
Contract Documents Uploaded in CM database (Contract Form with County Attorney/ Risk Management/ Purchasing Approval; Signed/Executed Contract)	<input type="checkbox"/>
"Right To Audit" Clause Included in Contract	<input type="checkbox"/>
Monitored items: Uploaded to database (Insurance, Bonds, etc.)	<input type="checkbox"/>