

INITIAL CONTRACT REVIEW AND APPROVAL FORM

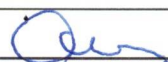
SECTION I - GENERAL INFORMATION

1. Contractor: Kenneth and Ashley Keegan Nelsen	
2. Fund/Account #:	3. Department Name: Parks and Recreation
4. Contract Description: Property Access License Agreement	
5. Contract Monitor: Melissa Renninger	7. Contract Type:
6. Dept/Office Director: Mary Ellen Donner	LEASE/RENTALS

SECTION II - REVIEW AND APPROVAL TO ADVERTISE

COUNTY OFFICE	APPROVAL		SIGNATURE	DATE
	YES	NO		
User Agency	<input type="checkbox"/>	<input type="checkbox"/>		
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>		
County Attorney	<input type="checkbox"/>	<input type="checkbox"/>		

SECTION III - REVIEW AND APPROVAL TO EXECUTE

COUNTY OFFICE	APPROVAL		SIGNATURE	DATE
	YES	NO		
User Agency	<input type="checkbox"/>	<input type="checkbox"/>		
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>		
County Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4/7/2020

SECTION IV - CONTRACTS MANAGEMENT DATABASE CHECKLIST

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