

## CONTRACT REVIEW AND APPROVAL FORM

### SECTION I - GENERAL INFORMATION

|                          |  |                     |  |
|--------------------------|--|---------------------|--|
| 1. Contractor:           |  | 2. Amount:          |  |
| 3. Fund/Account #:       |  | 4. Department Name: |  |
| 5. Contract Description: |  |                     |  |
| 6. Contract Monitor:     |  | 8. Contract Type:   |  |
| 7. Dept/Office Director: |  |                     |  |
| 9. Type of Procurement:  |  |                     |  |

### SECTION II - REVIEW AND APPROVAL TO ADVERTISE

APPROVAL

COUNTY OFFICE

YES

NO

SIGNATURE

User Agency

Purchasing

Risk Management

County Attorney

### SECTION III - CONTRACTS MANAGEMENT DATABASE CHECKLIST

APPROVAL

COUNTY OFFICE

YES

NO

SIGNATURE

User Agency

Purchasing

Risk Management

County Attorney

### 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, Title, Type, and Amount  |            |
| Storage Location (SAP)  |            |
| Contract Approval Date, Effective Date, and Expiration Date   |            |
| Contract Absolute End Date (No Additional Renewals/Extensions)  |            |
| Material Group  |            |
| Contract Documents Uploaded in CM database (Contract Form with County Attorney/ Risk Management/ Purchasing Approval; Signed/Executed Contract) |            |
| "Right To Audit" Clause Included in Contract  |            |
| Monitored items: Uploaded to database (Insurance, Bonds, etc.)  |            |