

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 - REVIEW AND APPROVAL TO EXECUTE

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.) | |