

Contract & Change Order Routing Sign-Off Sheet

Date: _____ Department: _____ Contract #: _____

Vendor Name: _____ Project Description: _____

Contract Amount: \$ _____ COA staff managing project: _____ Phone: _____

Contract Checklist to be completed by Department

| | | |
|---|---|---|
| <input type="checkbox"/> Signed/Notarized from Vendor | <input type="checkbox"/> E-Verify | <input type="checkbox"/> Certificate of Authority has been verified (for out of state vendors only) |
| <input type="checkbox"/> Signed by Dept. Director | <input type="checkbox"/> Divestment Review Form (NEW) | <input type="checkbox"/> City standard contract template |
| <input type="checkbox"/> Entered in Munis | <input type="checkbox"/> Certificate of Insurance | -OR- |
| <input type="checkbox"/> Contract # on ALL Documents | <input type="checkbox"/> All Attachments/Exhibits attached and properly labeled | <input type="checkbox"/> Vendor's contract or other template (Legal review/approval req'd) |

Minority Business (required for contracts \$30 K and greater and **ALL professional services** falling under NCGS 143-64.31 unless a QBS exemption is obtained; outreach strongly encouraged for projects under \$30 K if possible.)

Minority Outreach requirements have been fulfilled and this contract is recommended for award.

Minority Business Coordinator: _____ Date: _____

Email approval attached

Department

This Contract or Change Order has been reviewed and is recommended for approval.

Department Director: _____ Date: _____

Risk Management

The document has been reviewed by the Risk Management Department and the appropriate insurance coverage has been provided.

Risk Management Director: _____ Date: _____

Budget

The expenditures in the attached contract documents have been fully provided for in the current annual or capital budget.

GL Account Amount: _____

Budget/Research Director: _____ Date: _____

Finance

This document has been reviewed by Finance. Please Note: Include a pre-audit statement on the contract/agreement.

Finance Director (or designee): _____ Date: _____

Legal (required over \$30k)

This document has been reviewed by the City Attorney's Office and is ready for City Manager Signature.

Legal Department: _____ Date: _____

Contract was pre-reviewed by Legal

Email of approval attached

WHEN ROUTING IS COMPLETE, RETURN THIS CONTRACT TO: _____ PHONE: _____