

**Request for Board Action/RFB
Contract Control Form**

Date of Request:

Board Meeting Date Requested:

Short Title:

Background:

Specific Action Requested:

Requested by:

Department:

Title:

Tracking Number

Date Request Received:
Board Meeting Date Assigned:

Request Status:

- Request proceeding to Board of Commissioners
- More information is needed - see attached
- Request is on hold-no further information needed
- Other

(Administrative Use Only)

CONTRACT TYPE

- Renewal
- For Service(s)
- Intergovernmental - County as Grantee
 - Federal Grantor
 - State Grantor
 - _____ Grantor
- County as Grantor
 - County Funds
 - Other Funds
- Revision
- For Equipment

REQUESTING DEPARTMENT CERTIFICATION:

Reviewed and Approved: yes no
date rec'd: _____
comments on Reverse:

date signed:
sent:

ATTORNEY Reviewed and Approved
date Legal Problem(s)
rec'd: Comments on Reverse

date Signed:
sent:

FINANCE Sufficient funds available
 not available
date _____ Budget Code
rec'd: Budget amendment is necessary
 Budget amendment is attached
 Comments on reverse

date Signed:
sent:

CLERK Signature(s) Required:
 Board Chair/County Manager
 Other _____

date Approved by Board:
rec'd: yes no