



### CONTRACT ROUTING FORM

**INSTRUCTIONS:** Use this cover sheet to circulate all contracts for review and approval in the order shown below.

**TO BE COMPLETED BY INITIATING DEPARTMENT PROJECT MANAGER:**

**Contracting Department:**

**Project Manager:**

**Contractor Name:**

**Contractor's Contact:**

**Contact's Email:**

**City Council Date:** ☐ \_\_\_\_\_ or ☐ Not applicable

☐ **FPPC:** Check if Contractor must file Form 700

RESPONSIBLE PARTY	DESCRIPTION	COMPLETED
Project Manager	Email PINS insurance request to Contractor	<input type="checkbox"/>
City Attorney's Office	Review, revise as needed, and approve agreement as to form	
Department Director	Review and approve agreement	
Risk Management	Confirm insurance documentation is complete	
Finance	Review and sign off on funding availability	

**All following documents are attached as reference material.**