

WEBER COUNTY SUMMARY CONTRACT SHEET

CONTRACT NO. _____

The Originating Department and Preliminary Approval Sections must be completed BEFORE submitting contract for the agenda.

ORIGINATING DEPARTMENT			
TYPE OF CONTRACT: <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Change Order to Contract #			
CONTRACTOR/VENDOR: _____			
Address: _____			
Phone: _____ Contact Person: _____			
W-9 Attached <input type="checkbox"/> N/A <input type="checkbox"/> Email: _____			
CONTRACT TITLE: _____			
PURPOSE: <div style="height: 80px; border: 1px solid black;"></div>			
# OF ORIGINALS ENCLOSED: at least 2 or 1/entity: ____		ALL ATTACHMENTS INCLUDED: <input type="checkbox"/> Yes <input type="checkbox"/> No	
EFFECTIVE DATE: _____		TERMINATION DATE: _____	
ORG: _____	OBJECT: _____	PROJECT: _____	
AMOUNT BY YEAR: \$ _____		<input type="checkbox"/> Revenue <input type="checkbox"/> Expenditures	<input type="checkbox"/> One-Time <input type="checkbox"/> Ongoing
COMMISSION PRESENTER + PHONE #: _____			
SPECIAL INSTRUCTIONS/COMMENTS: <div style="height: 40px; border: 1px solid black;"></div>			
PRELIMINARY APPROVALS			
DEPARTMENT HEAD	APPROVED BY: _____	DATE APPROVED: _____	RECOMMENDED <input type="checkbox"/> YES <input type="checkbox"/> NO
COUNTY ATTORNEY	APPROVED BY: _____	DATE APPROVED: _____	REVISIONS NECESSARY <input type="checkbox"/> YES <input type="checkbox"/> NO
PURCHASING:	APPROVED BY: _____	DATE APPROVED: _____	COMPLIES W/ PURCHASING POLICIES <input type="checkbox"/> YES <input type="checkbox"/> NO
COMPROLLER:	APPROVED BY: _____	DATE APPROVED: _____	BUDGET AVAILABLE: <input type="checkbox"/> YES <input type="checkbox"/> NO
COMMENTS: <div style="height: 40px; border: 1px solid black;"></div>			
COUNTY COMMISSION APPROVAL			
COMMISSION APPROVAL: _____			DATE APPROVED: _____
VOTING RECORD: Ebert Gibson Harvey			
COMMENTS: <div style="height: 40px; border: 1px solid black;"></div>			
RETURN AN ORIGINAL CONTRACT TO THE CLERK/AUDITOR'S OFFICE AFTER ALL SIGNATURES HAVE BEEN OBTAINED			