

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