

Granville County
CONTRACT ROUTING FORM



Completion of this routing checklist will assist departments and county administration with tracking and archiving responsibilities. A completed form must accompany contracts, agreements, addendums, etc. (hereinafter "contracts") submitted to administration for authorized signature by the County Manager or Board of Commissioners' Chair.

Department Instructions

1. Departments only need to complete Section 1 and submit to county administration for further processing. Please complete in its entirety and enter "N/A" if a field does not apply.
2. Obtain the signature/vendor endorsement on the draft contract whenever possible.
3. Complete a Purchase Order form for financial obligations over \$500 to be incurred in the current fiscal year.
4. Submit this form, original pre-signed contract, and any other required documentation to administration (such as W-9, E-Verify Affidavit, prefilled Purchase Order form, Certificate of Insurance, etc. as described in detail below).
5. If the contract requires immediate payment or installment payments, upon approval of the contract submitting appropriate documentation and voucher to the Finance Department in a timely manner.

Date _____ Agenda Approval Date (if applicable) _____

Vendor Name* _____ Vendor # _____

Mailing Address _____

**For new vendors, a completed w-9 and, if applicable, a Certificate of Insurance (COI) must accompany this document.*

Total Financial Obligation \$ _____ Contract Dates Start: _____ End: _____

Annual Financial Obligation \$ _____ Fiscal Year(s) _____

Department _____ Contract Purpose _____

Staff Printed Name _____ Staff Signature _____

SECTION 1: DEPARTMENT

DONE N/A Place a checkmark v in the applicable column.

DONE	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Reviewed for accurate pricing and adequacy for Granville County needs.
<input type="checkbox"/>	<input type="checkbox"/>	All departments affected by the contract have been consulted and/or notified.
<input type="checkbox"/>	<input type="checkbox"/>	Includes <i>E-Verify Affidavit</i> if an E-Verify statement is not included in the contract language.
<input type="checkbox"/>	<input type="checkbox"/>	Reviewed by County Attorney as per Granville County Purchasing Policy Article VI.
<input type="checkbox"/>	<input type="checkbox"/>	Purchase Order obtained for the value of contract in this fiscal year.
<input type="checkbox"/>	<input type="checkbox"/>	Finance Officer has applied the pre-audit certification.

SECTION 2: ADMINISTRATION

DONE N/A Complete steps below following contract approval and signature.

<input type="checkbox"/>	<input type="checkbox"/>	If vendor has pre-signed, provide PDF of the fully-executed document to initiating staff, county manager, assistant county manager, and county attorney; or
<input type="checkbox"/>	<input type="checkbox"/>	If vendor has not pre-signed, provide PDF of the partially-executed document to vendor with instructions to sign and return to Granville County Administration (<u>not</u> department staff). Once vendor returns with signature, provide PDF of the full-executed document to initiating staff, county manager, assistant county manager, and county attorney.
<input type="checkbox"/>	<input type="checkbox"/>	Forward related documentation to applicable departments (ex, W-9 to Finance, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	Scan/upload to M-Files along with this form as the cover page.
<input type="checkbox"/>	<input type="checkbox"/>	For contracts of one year or less, file original in file cabinet. For contracts of more than one year, place original in contract book.

SECTION 3: CLERK