

RESPONSIBLE DEPARTMENT: _____
MORGAN COUNTY CONTRACT AND LEASE ROUTING FORM

Introduction: With a few exceptions, only the Board of County Commissioners can bind Morgan County to a contract or lease, written or verbal. If anyone else enters into a contract or lease on behalf of Morgan County it is, at best, unenforceable, and, at worst, could result in personal liability. Therefore, all contracts and leases must be routed through and be reviewed by the County Attorney's Office for legal form and the Finance Department to insure that there are adequate funds for the contract prior to approval or disapproval by the Board of County Commissioners. Also, all provisions of the Morgan County Purchasing Policy must be followed.

Originating Department/Office Approval

Vendor Number: _____
Contractor/Lessor: _____
Contact Name: _____ Phone: _____
Contractor Email Address: _____
Purpose of Contract/Lease: _____
Amount of Contract/Lease: _____ Term of Contract/Lease: _____
Certificate of Insurance Attached: ____ W-9 attached: ____ Funding Source/GL: _____
(Showing limits required per contract)
Sole Proprietor Form: ____ (Mandatory Reporting for Independent Contractors HB 2021-1220)
Does this contract involve/effect another department? If so which department? _____

Approved as to Content

(Elected Official or Department Head)
Date approved:

Date Ratified: _____
Contract Number Assigned:

Administrative Services Manager:

(Administrative Services Manager)
Date received:

County Attorney's Office Approved as to Legal Form

(County Attorney)
Date Approved:

Contract Form:

- ☐ County Template (no changes)
- ☐ County Template (with revisions)
- ☐ Outside Agreement (from vendor)

Finance Department Approved as to Availability of Funds

(Finance/Acct Dept. Head)
Date approved:

Board of County Commissioners Approved

Chair
Date Approved

Routed Date: _____ **Finance:** _____ **Department:** _____ **Vendor:** _____

Aministrative Services Manager: _____

THIS ROUTING FORM MUST ACCOMPANY ALL MORGAN COUNTY CONTRACTS