

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: _____

Administrative Services Manager:

Contract Number Assigned:

(Administrative Services Manager)

Date received: _____

County Attorney's Office Approved as to Legal Form

(County Attorney or Asst. County Attorney)

Date Approved: _____

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:

THIS ROUTING FORM MUST ACCOMPANY ALL MORGAN COUNTY CONTRACTS