

# PROCUREMENT/CONTRACT/LEASE INTERNAL COORDINATION SHEET

Procurement/Contract/Lease Number: \_\_\_\_\_ Tracking Number: \_\_\_\_\_

Procurement/Contractor/Lessee Name: \_\_\_\_\_ Grant Funded: YES \_\_\_ NO \_\_\_

Purpose: \_\_\_\_\_

Date/Term: \_\_\_\_\_ 1.  GREATER THAN \$100,000

Department #: \_\_\_\_\_ 2.  GREATER THAN \$50,000

Account #: \_\_\_\_\_ 3.  \$50,000 OR LESS

Amount: \_\_\_\_\_

Department: \_\_\_\_\_ Dept. Monitor Name: \_\_\_\_\_

## **Purchasing Review**

Procurement or Contract/Lease requirements are met:

\_\_\_\_\_  
Purchasing Manager or designee      Jeff Hyde, DeRita Mason, Jessica Darr, Angela Etheridge  
Date: \_\_\_\_\_

## **2CFR Compliance Review (if required)**

Approved as written: \_\_\_\_\_ Grant Name: \_\_\_\_\_

\_\_\_\_\_  
Grants Coordinator      Gillian Gordon  
Date: \_\_\_\_\_

## **Risk Management Review**

Approved as written:

\_\_\_\_\_  
Risk Manager or designee      Lisa Price  
Date: \_\_\_\_\_

## **County Attorney Review**

Approved as written:

\_\_\_\_\_  
County Attorney      Lynn Hoshihara, Kerry Parsons or Designee  
Date: \_\_\_\_\_

## **Department Funding Review**

Approved as written:

\_\_\_\_\_  
Date: \_\_\_\_\_

## **IT Review (if applicable)**

Approved as written:

\_\_\_\_\_  
Date: \_\_\_\_\_