

City of Manteca Contract Routing Form

Number: _____

Date Stamp:

REQUESTED BY:		Date Submitted:
Department:		
Staff Name and Ext:		
CONTRACT DETAILS:		
Contractor/Consultant:		
Name of Project:		
Type of Contract:		
Contract Term & End Date:		
Contract Amount:		
CIP Number:		
Account Number:		
Brief Explanation of Project:		

*If amendment indicate original contract number: _____

**For Change Orders, please use the Change Order Routing Form found on the Citywide Contract Management Intranet page.

Identify Attachments (indicate yes or no):

Insurance Documents	Y	N
Bonds	Y	N
Exhibits or Attachments	Y	N
New Vendor? If yes, W-9 must be attached.	Y	N
Consultant Form 700 Required?	Y	N

Identify Authority to Sign & Council date if applicable (check box):

- (1) City Purchasing Policy
- (2) City Council approved on _____
- (3) Scheduled for Council approval on _____

NOTE: Above information to be completed in full by project manager/department

Processing:	Initials	Date
1. Contract signed by Contractor/Consultant/Developer/Etc.	N/A	
2. Department Head approval		
3. Contract City Attorney's Office		
4. Contract to Risk Manager		
5. Contract to Finance		
6. Contract to City Manager (if applicable)		
7. Contract to City Clerk		