

City of Manteca Improvement Agreement Routing Form

Number: _____

Date Stamp:

REQUESTED BY:		Date Submitted:
Department:		
Staff Name and Ext:		
AGREEMENT DETAILS:		
Developer:		
Name of Project:		
Agreement Term:		
Brief Explanation of Project:		

Documents Received (indicate yes or no):

Insurance Documents	Y	N
_____	Y	N
Bonds	_____	_____
_____	_____	_____

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

(1) 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 City Manager		
5. Contract to City Clerk		