

TOWN MANAGER'S SIGNATURE REQUIRED

DOCUMENT TRANSMITTAL FORM

- USE FOR ALL DOCUMENTS REQUIRING THE TOWN MANAGER'S SIGNATURE THAT DO NOT REQUIRE TRANSMITTAL THROUGH THE TOWN CLERK'S OFFICE.
- DOCUMENTS THAT HAVE BEEN APPROVED AT THE TOWN COUNCIL LEVEL OR THAT REQUIRE THE MAYOR'S, TOWN ATTORNEY'S AND/OR TOWN CLERK'S SIGNATURE MUST BE TRANSMITTED THROUGH THE TOWN CLERK'S OFFICE.

DEPARTMENT AND STAFF CONTACT	DIRECTOR NAME & SIGNATURE _____
AGENCY, VENDOR OR PROVIDER	
DETAIL SERVICE OR PRODUCT PURCHASED AND TERMS	(refer to page number(s), as necessary)
DOLLAR AMOUNT & GL ACCOUNT(S)	(refer to page number(s))
BUDGET IMPACTS	<p>Approved In Operating Budget Approved In CIP Budget Emergency Purchase Budget Transfer Required Grant (If matching funds required, indicate where budgeted) Sole Source Provider</p> <p align="right">Scott Reynolds, Finance Director Dawn Clark, Asst Finance Director</p> <p align="right">_____</p>
LEGAL REVIEW	<p>Has the agreement/Contract been reviewed for legal sufficiency by the Town Attorney? Yes No</p> <p>Automatic Renewal Terms (no change in Agreement/Contract) Yes No</p> <p>If no, describe change:</p>
# OF DOCUMENTS TO BE SIGNED/ SPECIAL INSTRUCTIONS	
RETURN FORM TO	

Authorization to Proceed:

 Frank Kitzerow, Town Manager