# **Contract #** Click or tap here to enter text.

From Munis Contract Entry

TOWN OF CHAPEL HILL ROUTING FORM

|  |  |
| --- | --- |
| **Vendor/Contractor Name:** | Click or tap here to enter text. |
| **Vendor #:** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Document Name/Title:** | Click or tap here to enter text. |
| **Bid # (If applicable):** | Click or tap here to enter text. |

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| --- | --- | --- | --- |
| **Department:** Click or tap here to enter text. |  | **Return To Email:** | Click or tap here to enter text. |
| **Contact Person:** Click or tap here to enter text. |  | **Department:** | Click or tap here to enter text. |
| **Department Director:** Click or tap here to enter text. |  |  |  |

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| --- | --- | --- | --- |
|  | Date Received | Date Forwarded | Initials |
| Department Head (Review & Approve) |  |  |  |
| Purchasing & Contracts Manager |  |  |  |
| Finance Officer (Per Budget Act) |  |  |  |
| Legal Approval – Form & Authorization |  |  |  |
| Deputy/Town Manager (If Required) |  |  |  |
| Town Clerk (Attest, Date and Notarize) |  |  |  |
| Purchasing & Contracts Mgr (Distribution and Mailing) |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Deadline for Signing:** Click or tap here to enter text. | **G/L Account Number(s):**  Click or tap here to enter text. | **Contract Dollar Amount(s):**  Click or tap here to enter text. |
| **Special Distribution Instructions**  Click or tap here to enter text. |
| **Notes/ Explanation**  Click or tap here to enter text. | |
| **Vendor Mailing Address/Telephone**  Click or tap here to enter text. |

Form Revised 6/2024 Please do not remove form if revisions to document are necessary