**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

Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. [ ]  GREATER THAN $50,000

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. [ ]  $50,000 OR LESS

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

***Purchasing Review***

Procurement or Contract/Lease requirements are met:

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

Purchasing Manager or designee Jeff Hyde, DeRita Mason, Matthew Young

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

Approved as written:

 Date:

Grants Coordinator

***Risk Management Review***

Approved as written:

 Date:

Risk Manager or designee Laura Porter or Krystal King

***County Attorney Review***

Approved as written:

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

County Attorney Gregory T. Stewart, Lynn Hoshihara, Kerry Parsons or Designee

Following Okaloosa County approval:

***Clerk Finance***

Document has been received:

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

Finance Manager or designee