

**STATE OF COLORADO
CONTRACT ROUTING / DOCUMENTATION FORM**

SECTION 1		CONTRACT INFORMATION / ENCUMBRANCE REQUEST		
AGENCY NAME _____		COFRS AGENCY ID (ALPHA) _____		DIVISION OR PROGRAM (for contract review and billing purposes) _____
ROUTING NUMBER _____	(Fiscal Year) _____	(Contract Number) _____	(Optional) _____	AMENDS ROUTING NUMBER _____
RETURN CONTRACT TO _____				NUMBER OF COPIES ATTACHED _____
AGENCY / DIVISION PROGRAM CONTACT _____			PHONE _____	FAX _____
AGENCY ENCUMBRANCE CONTACT _____			PHONE _____	FAX _____

CONTRACT INFORMATION

Statewide Master Contract Log (SMCL) Type _____ Multi-Year Contract Yes No

Delegated Contract Non-Delegated Contract MYC End Date _____

Original Contract Amendment Change/Order Supplement Lease

Vendor Name (As Entered on Vendor File) _____ Vendor Code _____

Contract Encumbrance Amount \$ _____

If Amendment, Change Order, or Supplement, is this an... Increase OR Decrease

Appropriation Information: Long Bill Special Bill State Fiscal Year _____ Bill Number _____

Comments: _____
(For DOAC use only)

SECTION 2		METHOD OF PROCUREMENT	
<input type="checkbox"/> Formal RFP	<input type="checkbox"/> Informal RFP	<input type="checkbox"/> Sealed Bid	RFP/Bid Number _____
<input type="checkbox"/> Sole Source	<input type="checkbox"/> Emergency	<input type="checkbox"/> Special Circumstance	_____
<input type="checkbox"/> Refer to Pre-Approved Justification Attached		<input type="checkbox"/> Other (Identify)	_____

Approval is dependent upon adherence to State Procurement Rules. Failure to reference the RFP/Bid number or to include a pre-approved justification for Sole Source, Emergency, or Special Circumstance procurement will cause delays in obtaining a contract approval.

SECTION 3		ROUTING SEQUENCE		
Agency Release Date _____		Signature _____		
	DATE RECEIVED	SIGNATURE	DATE FORWARDED	SIGNATURE
DIVISION OF PURCHASING				
RETURNED TO DIVISION OF PURCHASING				
DEPARTMENT OF ADMINISTRATION				
DEPARTMENT OF PERSONNEL				
RETURNED TO DEPARTMENT OF PERSONNEL				
STATE BUILDINGS DIVISION				
ATTORNEY GENERAL				
RETURNED TO THE ATTORNEY GENERAL				
DIVISION OF ACCOUNTS AND CONTROL				
RETURNED TO ACCOUNTS AND CONTROL				
AGENCY				
OTHER				

NOTE: Contracts must be in compliance with the State Controller's Fiscal Rules (Chapter 3); the Colorado Procurement code and rules, and the Department of Personnel Statutes and rules. The above routing blocks must indicate the numeric routing sequence for the attached contract. The **Agency Release** Date and Signature are to be completed by the agency representative initiating the CONTRACT/ROUTING DOCUMENTATION FORM.

ORIGINAL CONTRACTS and AMENDMENTS: ATTACH the white and yellow copies to the contract or amendment being routed. SEND the goldenrod copy to the agency accounting office. RETAIN the pink copy for your records.