

**REQUEST FOR
CITY MANAGER'S OR MAYOR'S SIGNATURE
(circle one)**

Name: _____ Dept: _____ Phone: _____ Ext. _____ Date: _____

Name/Type of Document: _____

Number of Originals Attached: _____ (a minimum of 2 originals should be submitted)

1. Date of Legal Review and approval: _____
2. Date of City Council approval: _____
Attach the Minutes from that meeting (PAGE CONTAINING THE SUBJECT MATTER ONLY)

EXPENDITURE RELATED DOCUMENTS

3. Expenditure less than \$25,000

- If **YES**, Date of Legal Review* and approval: _____
- If **NO**, please outline reason and/or justification why Legal Review is **NOT** required.

***NOTE:** Contracts, Change Orders, Renewals, etc., require Legal Review and approval prior to being submitted to City Manager for signature. Please allow the necessary time for review and attached Legal Review approval.

4. Expenditure more than \$25,000

- Date of Legal Review and approval: _____
- Budgeted Item and Account: _____
- Date of City Council approval: _____
- Attach the Minutes from that meeting (PAGE CONTAINING THE SUBJECT MATTER ONLY)

After this document is signed, the City Clerk's office will keep one original. If you would like additional originals, please present them at this time, and they will be returned to you via interoffice mail.

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**City Manager's notes:**

\_\_\_\_\_  
\_\_\_\_\_

**City Clerk's Office disposition notes:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_