

## AGENDA ITEM INSURANCE PLACEHOLDER:

If your item needs an approval from Insurance, please scan this document and attach to your agenda item.

If you have the certificate please include it with your scan.

Also, on the attachment tab of your agenda item, once you have uploaded this insurance placeholder, please highlight the document and UNCHECK the two boxes called:

“Print This Attachment with Reports”

“Show This Attachment on Internet Reports”

Be sure you use one of the Approval Tracks that specifies Insurance.

To expedite the Insurance Review process, you might also want to give Risk Management an email heads up that agenda item (SR#...) in Legistar needs Insurance review.

If you have replaced the Insurance Placeholder with the insurance documents, please let the Risk Manager know that the correct documents are now in Legistar.