

**COUNTY OF NEVADA
AUDITOR-CONTROLLER'S OFFICE
CONTRACT ENCUMBRANCE REQUEST FORM**

This is for Board and CEO Contracts only. For Purchasing Agent contracts use the requisition process.

Requesting Dept: Roads Maintenance **Contact person:** Patti Royston
Completed by: Amanda Ellis

Action:
 New Change Amendments Encumbrance # BMS18351

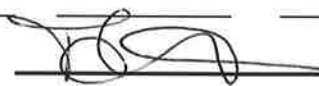
Fiscal Year 19/20 **Board Meeting Date** November 12, 2019

New Vendor **Vendor Data Form Attached**

Vendor # 00000607 **Vendor Name:** Town of Truckee

Description: Snow Removal Glenshire/Hirschdale

Org Code(s)	Description:	Account(s)	PCN(s)	\$ Amount
1				
2				
3	<u>1114-30107-703-1000 FY 1819 Snow Rmvl Amend</u>	<u>521140</u>	<u>70310001</u>	<u>23,970.99</u>
4				
5	<u>Please make new line 3 for FY 1819 amended cost</u>			

Dept. Representative approval:  **Date:** 11/6/19

Type of Encumbrance:

Board Approved **Resolution #** 18-351 **CEO Approved** **Contract #** _____

Type of Contract:

Multi-Year

Construction (C) **Maintenance (M)** **Service (S)** **Franchise (F)**

Lease (L) **M.O.U. (U)** **Other (O)**

Start/Stop Date: 07/01/18 - 06/30/23 **Valid Insurance Certificate on file?** Y **Exp Date** 7/1/2020

CEO Contracts Only - items are to be scanned and attached by email (when applicable):

Risk Manager Insurance Form	Y	N
Valid Insurance Certificate	Y	N
Completed Independent Contractor Form	Y	N

Verified Signed BOS Reso/CEO Contract Y N

Assigned: _____ **Control Number:** _____ **Encumbrance Number:** _____
Entered by: _____ **Date:** _____ **Dept. Contacted:** _____