



# OFFICE OF COURT ADMINISTRATION

CARL REYNOLDS  
Administrative Director

## Contract Cover Sheet

Date: September 7, 2007

Name or Description of Contract: IAC for Risk Management and Workers' Compensation

Name of Originating Division Director: Glenna Bowman

Attached is a proposed contract. Please review it and indicate approval by initialing this form. After the applicable approvals are obtained, please return to the originating division director.

\_\_\_\_\_ Legal (I have reviewed the attached contract for legal compliance and approved it).

\_\_\_\_\_ Finance (I have reviewed the attached contract for budget and funding compliance and, if a contract workforce is involved, I have assisted with preparation of the cost-effectiveness checklist and attached it to this cover sheet).

\_\_\_\_\_ Information Services (If information services are a part of this contract, I have reviewed it for compliance with technology policies and strategy).

\_\_\_\_\_ Human Resources (If a contract workforce is involved, I compared this contract with the agency staffing strategy and determined that the contract fits into agency staffing strategies).

*Instructions for originating division director: After required approvals are obtained above, enter a purchase requisition into the OCA internal purchasing system (E-Req), attach an electronic copy of this contract to the requisition, and forward the electronic requisition for approval. Then initial the statement below and insert the purchase requisition number:*

\_\_\_\_\_ My designee or I have entered a purchase requisition into E-Req and forwarded it for approval. The PR # is \_\_\_\_\_.

*Obtain the signatures of Carl Reynolds and the other party on duplicate original contract documents. (This contract cover sheet must be attached to the contracts when presenting to Carl Reynolds.) Then give one original signed contract to Marsha Ptomey, send the other original signed contract to the other party if not already retained by them, and give a copy of the signed contract to Tina Washington.*