

CONTRACT REQUISITION FORM



CONTRACTOR/VENDOR NAME: SouthData VENDOR #1000005391

ADDRESS/CITY/ST/ZIP: 201 TECHNOLOGY LANE, MOUNT AIRY, NC 27030

TYPE OF CONTRACT: New ☐ Renewal ☐ Amendment ☒ Services ☒ Goods ☐ Consulting ☐ Construction ☐ Lease ☐ Other ☐

DESCRIPTION/SCOPE OF WORK: Print and Mailing Services

CONTRACT AMT: \$10,000.00 CONTRACT PERIOD: February 10, 2020 - June 30, 2020 RFP/IFB/RFQ#: N/A

FUNDING SOURCE: General ☒ State ☐ Federal ☐ **UNIFORM GUIDANCE (UG) PROCEDURES APPLICABLE? YES ☐ NO ☒**

ITEM LINE#	FUND	COST CENTER	G/L ACCOUNT	WBS ELEMENT (Grants/Projects Only)	GRANT NUMBER	TOTAL	I/D	ADDITIONAL INFO
1	1001010000	4170210000	5200160100			\$10,000.00		Voter card mailings, production of emergency pollbooks and other printing services.
2								
3								

COUNTY ATTORNEY

Contract requires Risk Management approval? YES ☐ NO ☒

RISK MANAGER Signature: _____ Date: _____

Contract requires BOCC approval? YES ☐ NO ☒ Date of BOCC Approval: _____

COMMENTS:

Reviewing Attorney: _____ Date: _____

INITIATING DEPARTMENT

By: _____ Date: _____

COUNTY MANAGER

By: _____ Date: _____

CLERK TO THE BOARD

By: _____ Date: _____

IT DEPT *(IT Related Contracts)*

By: _____ Date: _____

FUNDS RES DOC ID# _____

FY2020

BUDGET *(Required only for Business Area 9800)*

By: _____ Date: _____

CHIEF FINANCIAL OFFICER *Pre-audit Certification Completed: Yes ☐ No ☐*

Signature: _____ Date: _____

PURCHASING

By: _____ Date: _____

Purchasing Comments: