EBO CONTRACT ROUTING SHEET

- **Complete sections "A", "B", "C". EBO will complete section "D"**
- **Attach this completed sheet to the contract and forward to EBO**
- **THIS COMPLETED FORM MUST ACCOMPANY ALL DOCUMENTS IN ORDER TO BE PROCESSED**
- **Your documents will be returned unprocessed absent this routing sheet**
- **Please sign-in and time-stamp documents at the EBO front desk**

A. DEPARTMENT CONTACT INFORMATION

Department: _____ Division: _____

Contact Name: _____ Contact Phone: _____

B. CONTRACT INFORMATION

Contractor/Vendor Name: _____

☐ NPO ☐ MAJ ☐ MBE ☐ FBE ☐ HL1 ☐ AS1 ☐ MBR

Project/Contract Name: _____

☐ Construction ☐ Professional Services ☐ Goods & Services

☐ Modification ☐ Waiver ☐ Sole Source

Contract Compliance Number: _____ Expires: _____ Active? ☐ Yes ☐ No

(Please note: You may ONLY enter into contract with suppliers who have an active contract compliance #.)

C. DELIVERY & DEPARTURE INFORMATION

Date Delivered to EBO: _____ EBO Liaison: _____

Method of Delivery: ☐ Inter-Office Mail Hand-Delivered to: ☐ Contract Box ☐ EBO Liaison Mailbox

Date of Departure from EBO: _____

Method of Departure: ☐ Inter-Office Mail ☐ Front Desk Pick-up ☐ Walked-thru ☐ Hand-delivered

D. COMPLETION INFORMATION

Date Notified of Completion: _____

Method of Notification: ☐ Telephone ☐ Email ☐ In-person