



NSD PROCUREMENT ABOBE ROUTING REQUEST FORM

Submittal Date: _____ Contract (Amendment) Vendor Name: _____

Division: _____ Staff Contact: _____ Telephone: _____

CITY COUNCIL ACTION

City Council Action Date:

Council Agenda Item No. (include Pdf of page)

Ordinance No. (include Pdf of page)

CONTRACT DESCRIPTION / INFORMATION

City Clerk Contract No. Initial Contract Term:

SRM Contract No. (if applicable) Contract Expiration:

Ordinance #

Cost Center:

REQUIRED ATTACHMENTS: (Attach additional documentation to email.)



- Pdf of Results from Formal Council Meeting
- Pdf of Ordinance (from City Clerk Site)



VENDOR INFORMATION

Designated Signer: Office Phone:

Email:

Requestor Signature: _____ Date: _____

SUBMIT FORM & DOCUMENTS TO
nsd.procurement@phoenix.gov