MHTC Contract Submittal Form

This form should travel with the contracts. (Cover letter and emails unnecessary.)

Note to Districts: Please route through respective Division for execution by management in Central Office.

Date:       To:       From:

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| Date: |  | To: |  | From: |  |
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| --- | --- | --- | --- | --- | --- | --- |
| Type of Agreement: | |  | | | | |
| Contract With Whom: | |  | | | | |
| Route: | County:  District: | | Job/Project Number: |  | Contract  Amount |  |
|  | | | | | | |

# I. Was this agreement approved by specific Commission action? Yes No

# If Yes, date approved

If you answered “yes” to this question, STOP here. Attach this form to contracts and submit.

# II. Did the Commission delegate authority for staff to execute this type of agreement?

# Yes No If yes, identify the specific MHTC Policy below. If someone other than the individuals listed in the policy executed the contract, attach the letter from the person identified in the policy as authorized to do so.

# MHTC Policies may be viewed in Sharepoint under Commission Secretary.

|  |  |
| --- | --- |
| 1. **EQUIPMENT AND PROCUREMENT** | 10. **HIGHWAYS - Operations** |
| 2. **FINANCIAL** | 11. **HIGHWAYS – Right of Way** |
| 3. **HIGHWAYS - Bridges** | 12. **HIGHWAYS – Traffic Controls** |
| 4. **HIGHWAYS - Construction** | 13. **MOTOR CARRIER SERVICES** |
| 5. **HIGHWAYS –Consultant Engineering** | 14. **MULTIMODAL** |
| 6. **HIGHWAYS – Highway Beautification** | 15. **RESEARCH AND PLANNING** |
| 7. **HIGHWAYS – Highway Safety** | 16. **STATE & LOCAL GOVERNMENTS** |
| 8. **HIGHWAYS – Highway Systems** | 17. **STIP** |
| 9. **HIGHWAYS – Limited Access** | 18. **OTHER**  Specify: |

COMMENTS/SPECIAL INSTRUCTIONS: