



MEMO: Signature Approval Form for CPRA Board Chair



STAFF POINT OF CONTACT: _____

PERSON OR AGENCY REQUESTING: _____

DUE DATE (IF ANY): _____

TYPE OF DOCUMENT (CONTRACT/LETTER): _____

SUBJECT/TITLE: _____

DETAILS/PURPOSE: _____

MASTER PLAN COMPLIANCE EXPLANATION: _____

ANNUAL PLAN CITATION (Describe where funding was approved in the Annual Plan): _____

The following people, as indicated below, must review and approve all contracts, agreements, letters and memos prior to the Executive Director's review. After review by the Executive Director the document will be forwarded to the CPRA Board Chair for execution.

_____ **PROJECT MANAGER**

_____ **CHIEF (Project Management, Operations, Planning & Research)**

_____ **INTERNAL ATTORNEY (Chris Barnes, Ryan Vivian, Ashley Plunkett, Patrick Henry)**

_____ **GENERAL COUNSEL**

_____ **CONTRACTS - CRP ADMINISTRATOR**

_____ **ACCOUNTANT ADMINISTRATOR**

_____ **CHIEF FINANCIAL OFFICER**

_____ **DEPUTY EXECUTIVE DIRECTOR**

_____ **EXECUTIVE DIRECTOR**