



County of Aroostook

COMMISSIONERS' OFFICE

Contract/Grant Authorization Form

Pursuant to the County of Aroostook Accounting & Financial Practices/Procedures Manual and to the Aroostook County Charter

PART ONE: Contract/Grant Designation

Required: CHECK ONE of the following options below that best describes the attached document:

The document is a **CONTRACT**
The principal purpose of this relationship is to purchase goods, services or lease for the direct benefit of the County.

SOLE SOURCE: YES NO

The document is a **GRANT**
The principal purpose of this relationship is the transfer of money, property, services, or anything of value to the recipient in order to accomplish a public purpose of support with no substantial involvement between the agency and the recipient during the performance of the activity.

PART TWO: Requisition for Contract/Grant Authorization

Please complete any of the following entries which apply to the document (agreement or amendment):

County Department:	Signatory:
Contractor Name:	Contract Amount:
Describe the Service Provided:	Amendment Amt:
	START Date:
	END Date:

*Please respond to all questions applicable for this document. Additional pages may be attached if necessary.

Substantiation of Need for Amendment:

Justification for Sole Procurement:

Evidence of Prior or Scheduled RFP: if no RFP was issued, show the vendors contacted for quotations. If the value of the contract exceeds \$2,500, attach the written quotations.

Signature: County Administrator _____

Date _____