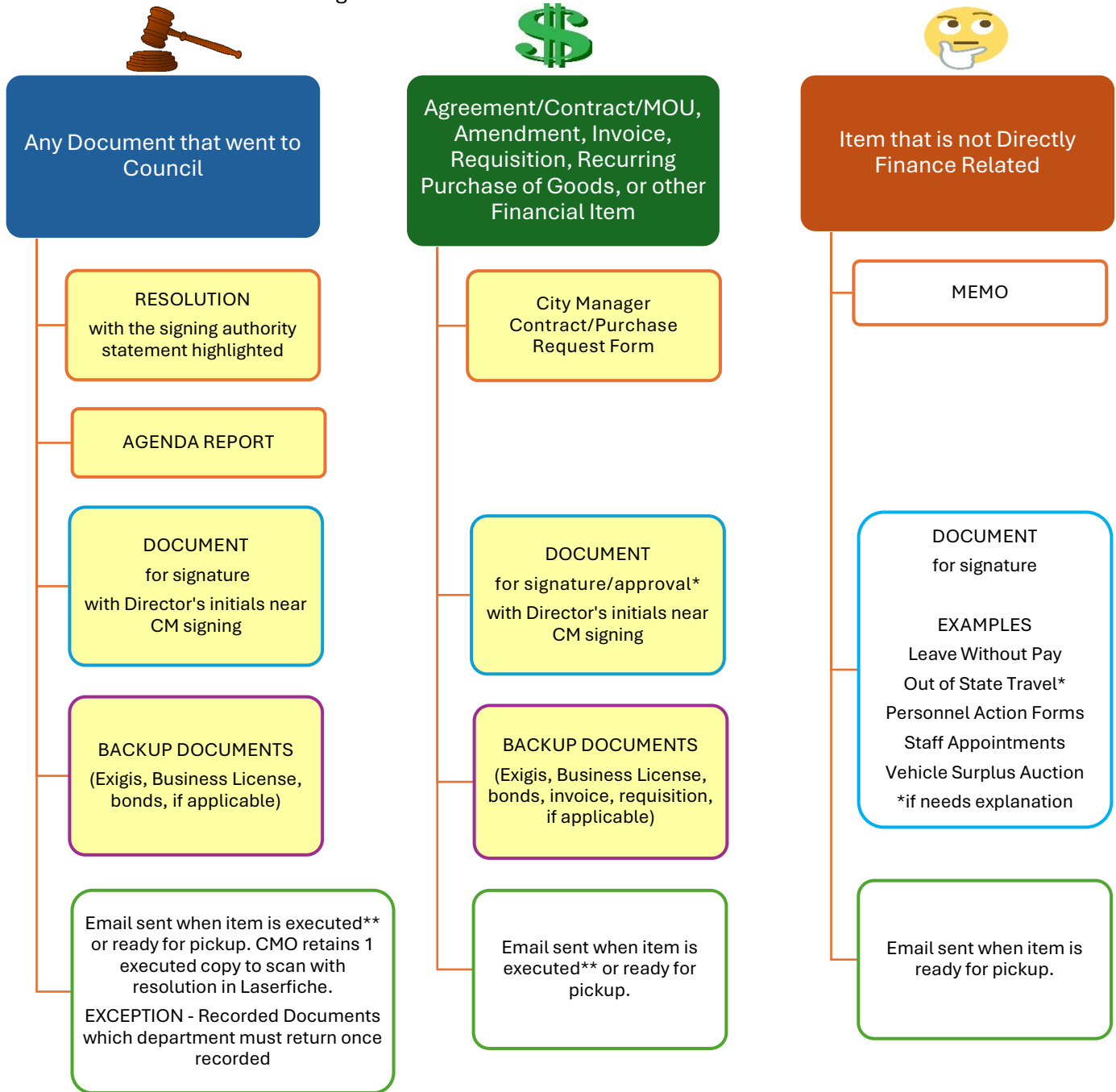


City Manager Document Approval Guidelines

Prepare documents for the City Manager's (CM) signature as noted below.

NOTE: The director must initial all documents requiring the CM's signature. If there isn't an "initial" box/line, the director's initials are near the CM signature line.



*Any invoice without PO/contract # for non-recurring goods over \$25K, complete the City Manager Contract/Purchase Request Form and submit a requisition for approval through Tyler. There is no need for CM signature. Enter directly in Tyler.

CM signature required for all agreements/contracts/MOUs and recurring purchase of goods.

**Executed emails are automated sent from Laserfiche system (link to scan provided). Item for Pickup emails are sent from CMO (no scans provided)

Yellow-highlighted items (above) are to be included in Tyler in one attachment as backup.

DocuSign or Digital Signatures

For items being submitted through DocuSign (*or Adobe Sign) to the City Manager:

