

ConTrans Request Form

Reminder: To ensure you have the most recent version of this form, always use the link on iCobb under Employee Resources > Forms > Contract/Transactional Request Form (County Attorney).

This form is used to initiate a request for assistance in the review of and/or for the routing of matters to the County Clerk for signatures. Check **one** of the following:

- ☐ **For Attorney Review** (Prior to routing **or** for matters that do not require routing to the Clerk. All supporting documentation must be attached as separate files for processing.)
- ☐ **For Routing to the Clerk Only** (No ConTrans Number previously assigned. Do not attach documents to this Request Form for matters that will only be routed for signature.)

PLEASE NOTE: Once your request has been processed, you will receive notification of the attorney assignment and a ConTrans number. In the space provided below, please list any previously assigned ConTrans number(s) that might relate to this new request. Once a number has been assigned, it is your responsibility to follow up with the assigned attorney to coordinate activities and agree upon critical dates. In the event your assigned attorney chooses to use a *pre-existing* ConTrans number, you will receive a follow-up notification indicating the changed number.

Issuing Dept. Number: _____ Issuing Dept. Name: _____

SPLOST Project: Yes ☐ or No ☐ *If Yes, SPLOST Year _____

OnBase Tracking or ProjectView Number: _____

Dept. Project No. (if applicable): _____

Dept. Project Name (if applicable): _____

Submitted by: _____ Phone: _____

E-Mail: _____

Matter Description (Title): _____

1. If your request relates to a previously assigned number, please indicate it here and attorney who handled, if known _____
2. Is this an amendment to an existing agreement? Yes ☐ or No ☐
3. Check **one**: County form document ☐ Third-party form document ☐
4. Vendor/Contractor Name and AMS# _____

Briefly describe desired action (maximum 300 characters):

SUBMIT FORM