**Routing Slip**

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| **Office of the Director:** | |  | | | | | **Date:** | | | | |  | |
| **Subject:** | |  | | | | | | | | | | | |
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|  | **Name / Correspondence Symbol** | | | | **Required Actions** | | | | **Initial** | | | | **Date** |
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| **Necessary Action:** | | | |  | | | | | | | | | |
| **Forwarded for your Concurrence:** | | | |  | | | | | | | | | |
| **Prepare Reply for Signature:** | | | |  | | | | | | | | | |
| **Forwarded for your Approval:** | | | |  | | | | | | | | | |
| **Information and Return:** | | | |  | | | | | | | | | |
| **Name:** | | | |  | | | | **Date:** | | |  | | |
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| **Summary:** | | | | | | | | | | | | | |
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| **Project Name:** | | |  | | | **Date Document Executed:** | | | |  | | | |
| **Contracting Party:** | | |  | | | **Type pf Document:** | | | |  | | | |
| **District as Landlord/Tenant** | | |  | | | **Term and Annual rent:** | | | |  | | | |
| **Attorney:** | | |  | | | **Square Footage:** | | | |  | | | |