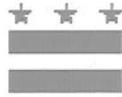


GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer
Office of Tax and Revenue



CONTRACT CLEARANCE COVERSHEET

Date

TO:
PHONE NO:
FAX NO:
E-MAIL ADDRESS:

Department of Employment Services (DOES)
Ms. Doris Artis, Program Analyst
(202) 741-8693
(202) 698-5706
Doris.Artis@dc.gov

IMMEDIATE CONTACT INFORMATION:

CONTRACT SPECIALIST:
AGENCY:
TELEPHONE NUMBER:
FAX NUMBER:
E-MAIL ADDRESS:

PRIMARY BUSINESS CONTACT INFORMATION:

**AUTHORIZED AGENT
BUSINESS NAME:**
FEIN/SSN:
TELEPHONE NUMBER:
FAX NUMBER:
E-MAIL ADDRESS:

PROVIDE THE FOLLOWING INFORMATION:

Contract/PO/
Req. No.

Contract
Expiration Date

Amount of
Contract

Please be sure to remind the vendor/taxpayer to prepare each document in its entirety.