



CITY OF OAKLAND

Graphic Design Assignment Form

Date:

Assignment No.

Graphic Designer: shall perform the service described in the Scope of Work for the assignment identified below and shall submit invoices for payment of services rendered. The assignment number and project name shall be referenced clearly on all invoices.

Assignment Name:

City Department:

Project Manager:

Assigned Scope of Work:

Authorized budget (includes business expenditures up to 10% associated with this assignment) and not to exceed:

Contractor’s Estimate Attached

Payment Codes: Project, Task, Award, Expense Type, Organization

Authorization Approved

Project Manager

Vendor Liaison

Funding Confirmed and Approved for Processing

Name:

Title:

Date on this assignment shall be considered “Notice to Proceed” date. Graphic Designer should retain a copy for their records and return a signed copy the Vendor Liaison.

Graphic Designer Signature

Date