

COMMISSIONERS' COURT AGENDA REQUEST FORM

REQUESTS MUST BE RECEIVED NO LATER THAN 12:00 PM

ON THE TUESDAY PRIOR TO THE COMMISSIONERS COURT MEETING.

AGENDA NUMBER:

REGULAR _____

CONSENT _____

EXECUTIVE _____

INSTRUCTIONS ON THE REVERSE

REQUESTING DEPARTMENT

Date: 3/14/11 Court Date: 4/18/11 1:30 PM

Department: Extension

Description of Agenda Item: Dr. Carolyn Nobles, Interim Associate

Administrator & Program Leader-FCS with the Cooperative

Extension Program at Prairie View wants to inform the court of

The position Prairie View has open for the Collin County office.

DEPARTMENT HEAD SIGNATURE:



BUDGET RELATED INFORMATION

MUST COMPLETE FOR ALL EXPENDITURES/RFP'S

This item is part of the current budget: _____ Yes
 _____ No

Amount Budgeted: _____
 (or needed)

Account Number: _____

PURCHASING DEPARTMENT ACTION & COMMENTS

Enter "not to exceed" cost estimate(s) for the requested item(s): _____

CHECK TWO OF THE BELOW

ADVERTISE	BIDS
AWARD	PROPOSALS

BOND REQUIRED: _____

ANNUAL ACTION: _____

AD DATES: _____

INS. REQ'D: _____

EFFECTIVE: _____

OPEN DATE/TIME: _____

Item Description for Agenda: _____

Remarks: _____

PURCHASING AGENT SIGNATURE: _____

AUDITOR'S OFFICE ACTION & COMMENTS

BUDGET/FUNDING VERIFICATION

BUDGETED	FUNDS AVAILABLE
UNBUDGETED	ACCOUNT NUMBER FOR AVAILABLE FUNDS
FUNDS NOT AVAILABLE	(Needed for Agenda Submission)

BUDGET AMENDMENT REQUIRED

NON-EMERGENCY, Sec 111.011 LGC	
EMERGENCY, Sec 111.010 LGC	

FUNDS TRANSFER RECOMMENDATION

AMOUNT	DEPARTMENT NAME	ACCOUNT NUMBER
\$ _____ From	_____	_____
\$ _____ From	_____	_____
\$ _____ To	_____	_____
\$ _____ To	_____	_____

Remarks: _____

COUNTY AUDITOR SIGNATURE: _____

BUDGET DEPARTMENT ACTION & COMMENTS

COMMENTS RELATED TO BUDGET AMENDMENT JUSTIFICATION SUBMITTED BY DEPARTMENT

BUDGET OFFICER SIGNATURE: _____