

COMMISSIONERS' COURT AGENDA REQUEST FORM

REQUESTS MUST BE RECEIVED NO LATER THAN 12:00 PM

This space for Court Clerk

ON THE TUESDAY PRIOR TO THE MONDAY MEETING.

AGENDA NUMBER:

REGULAR

CONSENT 34300

JA

INSTRUCTIONS ON THE REVERSE

REQUESTING DEPARTMENT

Date: Sept 16, 2011 Court Date: Oct 3, 2011 Phone/Ext: 5100 Department: Sheriff

Description of Agenda Item: Approve Vehicle Use Agreement with

National Insurance Crime Bureau (NICB).

BUDGET RELATED INFORMATION

MUST COMPLETE FOR ALL EXPENDITURES/RFP'S

This item is part of the current budget: Yes No

Amount Budgeted: \$ 0
(or needed)

Account Number: N/A

DEPARTMENT HEAD
SIGNATURE:

[Handwritten Signature]

PURCHASING DEPARTMENT ACTION & COMMENTS

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

CHECK TWO OF THE BELOW

ADVERTISE	BIDS
<input type="checkbox"/>	<input type="checkbox"/>
AWARD	PROPOSALS
<input type="checkbox"/>	<input type="checkbox"/>

BOND REQUIRED: _____ INS. REQ'D: _____
ANNUAL ACTION: _____ EFFECTIVE: _____
AD DATES: _____ 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
\$ _____	_____	_____
\$ _____	_____	_____
\$ _____	_____	_____
\$ _____	_____	_____

COUNTY AUDITOR
SIGNATURE:

BUDGET DEPARTMENT ACTION & COMMENTS

COMMENTS RELATED TO BUDGET AMENDMENT JUSTIFICATION SUBMITTED BY DEPARTMENT

BUDGET OFFICER
SIGNATURE: