

# 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 \_\_\_\_\_

**INSTRUCTIONS ON THE REVERSE**

## REQUESTING DEPARTMENT

Date: 09/15/11 Court Date: 10/03/11 Phone/Ext: 5100 Department: Sheriff's Office

Description of Agenda Item: Commissioners' Court consideration  
and approval of Change Order #3 to IFB #03447-09 Supplies: Jail and  
Personal Inmate, with ICS.

### 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: 001-5030-641-6104 (\$201,474)  
001-5050-641-6104 (\$53,300)

DEPARTMENT HEAD  
SIGNATURE: \_\_\_\_\_

## PURCHASING DEPARTMENT ACTION & COMMENTS

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

CHECK TWO OF THE BELOW			
ADVERTISE	<input type="checkbox"/>	BIDS	<input type="checkbox"/>
AWARD	<input type="checkbox"/>	PROPOSALS	<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	<input type="checkbox"/>	FUNDS AVAILABLE	<input type="checkbox"/>
UNBUDGETED	<input type="checkbox"/>	ACCOUNT NUMBER FOR AVAILABLE FUNDS	<input type="checkbox"/>
FUNDS NOT AVAILABLE	<input type="checkbox"/>	(Needed for Agenda Submission)	

BUDGET AMENDMENT REQUIRED	
NON-EMERGENCY, Sec 111.011 LGC	<input type="checkbox"/>
EMERGENCY, Sec 111.010 LGC	<input type="checkbox"/>

### 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: \_\_\_\_\_