

# COMMISSIONERS' COURT AGENDA REQUEST FORM

REQUESTS MUST BE RECEIVED NO LATER THAN 12:00 PM

This space for Court Clerk

**AGENDA NUMBER:**

ON THE TUESDAY PRIOR TO THE MONDAY MEETING.

REGULAR

CONSENT 35246

INSTRUCTIONS ON THE REVERSE

## REQUESTING DEPARTMENT

Date: May 15, 2012 Court Date: June 4, 2012 Phone/Ext: 5100 Department: Sheriff

Description of Agenda Item: Annual renewal agreement for the Texas 1033 Surplus property Program. This program allows the Sheriff's Office to utilize surplus military property at no cost.

### BUDGET RELATED INFORMATION

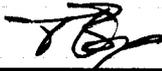
*MUST COMPLETE FOR ALL EXPENDITURES/RFP'S*

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

Amount Budgeted: \$ 0  
(or needed)

Account Number: N/A

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: \_\_\_\_\_  
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	<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

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

COUNTY AUDITOR SIGNATURE: \_\_\_\_\_

## BUDGET DEPARTMENT ACTION & COMMENTS

COMMENTS RELATED TO BUDGET AMENDMENT JUSTIFICATION SUBMITTED BY DEPARTMENT

BUDGET OFFICER SIGNATURE: \_\_\_\_\_