COMMISSIONERS' COURT AGENDA REQUEST FORM

REQUESTS MUST BE RECEIVED NO LATER THAN 12:00 PM ON THE TUESDAY PRIOR TO THE MONDAY MEETING.	This space for Court Clerk	AGENDA NUMBER: REGULAR ____ CONSENT 29833 OA cal 3/10/09
INSTRUCTIONS ON THE REVERSE		

REQUESTING DEPARTMENT

Date: 3/10/06 Court Date: 03/23/09 Phone/Ext: 5200 Department: Sheriff's Office

Description of Agenda Item: Amend contract IFB No. 06101-06 Detergents , Chemicals & Dispensers

to reflect the product change from 16801 Solid Dual Surge--4/8# to 16809 Solid ~~Dual~~ Surge N 4/8# Original product is no longer available and this change will not affect pricing.

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: 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 (Needed for Agenda Submission)	
FUNDS NOT AVAILABLE			

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: