

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 31224

INSTRUCTIONS ON THE REVERSE

REQUESTING DEPARTMENT

Date: Dec.4, 2009 Court Date: 01/04/2010 Phone/Ext: 5110 Department: Sheriff/Support Svc

Description of Agenda Item: Rebracing of Wilmeth Road Tower.

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:

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		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: