COMMISSIONERS' COURT AGENDA REQUEST FORM

REQUESTS MUST BE RECEIVED NO LATER THAN 12:00 PM ON THE TUESDAY PRIOR TO THE MONDAY MEETING. INSTRUCTIONS ON THE REVERSE	This space for Court Clerk	AGENDA NUMBER: REGULAR _____ CONSENT 33766

REQUESTING DEPARTMENT

Date: 06/09/2011 Court Date: 06/~~20~~21/2011 Phone/Ext: 5105 Q Sheriff's Office

Description of Agenda Item: Request permission to accept a new laptop Computer and an HDMI cable this laptop is compatible with the monitor that is currently in Patrol Briefing and will be perfect for training this is being donated by the C.C. Deputies Association.

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	
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: _____