

COMMISSIONERS' COURT AGENDA REQUEST FORM

REQUESTS MUST BE RECEIVED NO LATER THAN 12:00 PM

ON THE TUESDAY PRIOR TO THE COMMISSIONERS COURT MEETING

INSTRUCTIONS ON THE REVERSE

AGENDA NUMBER:

REGULAR _____

CONSENT _____

EXECUTIVE _____

REQUESTING DEPARTMENT

Date: 5/13/13

Court Date: ~~5/13/13~~ 6/10/13

Department:

Tx A&M AgriLife
Extension
Service

Description of Agenda Item

Introduction of new staff member, Christine Williams, Collin

County CEP FCS Agent

DEPARTMENT HEAD
SIGNATURE

BUDGET RELATED INFORMATION

MUST COMPLETE FOR ALL EXPENDITURES/RFP'S

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

Not part of Collin County
Budget

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.

ANNUAL ACTION

AD DATES

INS REQD:

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: _____