6B

FORT BEND COUNTY FY 2009
COMMISSIONERS COURT AGENDA REQUEST FORM

Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office

Date Submitted: 04/30/09

Court Date: 05/12/09

Submitted By: Vincent Mannino
Department: Extension Office #6651
Telephone: 281-342-3034

SUMMARY OF ITEM :

OUT-OF-STATE TRAVEL AUTHORIZATION:

Extension Office: Approve out-of-state travel request for Sandra Fry, CEA-FCS, to attend the 75th annual NEAFCS Conference [Celebrating our Heritage, Embracing our Future], in Birmingham, Alabama, September 14-18, 2009. (Fund 100665100-63200)

Renewal Agreement/Appointment: YES NO ☒

Reviewed by County Attorney's Office: YES NO ☒

List Supporting Documents Attached:

FINANCIAL SUMMARY:

BUDGETED ITEM: YES ☒ NO

FUNDING SOURCE: Accounting Unit: 100665100 **Account Number: 64500**
Activity (If Applicable):

DESCRIPTION OF LAWSON ACCOUNT: Travel

Instructions to submit Agenda Request Form:

- **Completely fill out agenda form: Incomplete forms will not be processed.**
- **Agenda Request Forms should be submitted by e-mail, fax, or inter-office mail, and all back-up information must be provided by Wednesday at 2:00 p.m. to all those listed below.**
- **All original back-up must be received in County Judge's Office by 2:00 p.m. on Wednesday.**

DISTRIBUTION:

Original Form Submitted with back up to County Judge's Office: ☒ **(✓ when completed)**
If by E-Mail to gspindon@co.fort-bend.tx.us **If by Fax to: (281) 341-8609**
Distribute copies with back-up to all listed below. If by fax, send to the numbers below:

☒ Auditor	(281-341-3774)	☒ Comm. Pct. 1	(281-342-0587)
☒ Budget Officer	(281-344-3954)	☒ Comm. Pct. 2	(281-403-8009)
☒ Facilities/Planning	(281-633-7022)	☒ Comm. Pct. 3	(281-242-9060)
☒ Purchasing Agent	(281-341-8642)	☒ Comm. Pct. 4	(281-980-9077)
☒ Information Technology	(281-341-4526)	☒ County Clerk	(281-341-8697)
☐ Other		☒ County Atty	(281-341-4557)

RECOMMENDATION/ACTION REQUESTED:

Special Handling Requested (specify):