

FORT BEND COUNTY FY 2009
COMMISSIONERS COURT AGENDA REQUEST FORM
 Return Completed Form to: Agenda Coordinator, County Judge's Office

Date Submitted: May 26, 2009

Submitted By: Judge Brady G. Elliott

Court Date: June 2, 2009

Department: 268th District Court

Telephone: 281 341-8610

SUMMARY OF ITEM:

Out of state travel for Judge Elliott to attend the National Judicial College in Reno, Nevada. The JS 710 course is from July 6 through July 30, 2009 and the JS 715 course is from July 20, 2009 through July 30, 2009.

Agreement/Appointment: YES (NO)

Reviewed by County Attorney's Office: YES (NO)

List Supporting Documents Attached: Memorandum to Students concerning the Summer UNR Registration

FINANCIAL SUMMARY:

Budgeted Item: (YES) NO

Funding Source: 100435200 Fund: 63200

Requires Auditor to Certify Funds: YES (NO)

Instructions for submitting an Agenda Request:

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms may be submitted by e-mail, fax, or inter-office mail, and all information must be provided by Wednesday at 2:00 p.m. to all departments listed below.
- 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 ospindon@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) |
| <input type="checkbox"/> Other: _____ | ✓ County Atty (281-341-4557) |

Recommendation: