

FORT BEND COUNTY
COMMISSIONERS COURT AGENDA REQUEST FORM
 RETURN TO: AGENDA COORDINATOR - COUNTY JUDGE'S OFFICE

DATE SUBMITTED: June 5, 2009

SUBMITTED BY: Sheila Whiting

AGENDA

DEPARTMENT: 024

6A2

COURT AGENDA DATE: June 23, 2009

PHONE NO.: 281-403-8019

SUMMARY OF ITEM: Request to extend dates of travel approved March 17, 2009. Record into the minutes out of county travel for Ruben Davis and Rodney Pentecost to the 33rd Annual NOBLE Training Conference to be held July 24 – 30, 2009 in Norfolk, Virginia. (See Comments)

RENEWAL CONTRACT/AGREEMENT: Yes () No (X)

LIST SUPPORTING DOCUMENTS ATTACHED: Training Schedule.

FINANCIAL SUMMARY:

BUDGETED ITEM:
 Yes (X) No () N/A ()

ANNUALIZED DOLLARS:
 One Time (X)

COMMENTS:
 Registration, Travel, & Meals
 for Constable & Registration only
 for Rodney Pentecost

Funding Source:
 Account Unit# 100550200 Fund: 63200 Recurring ()
 N/A ()

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

Copies with back-up to:

(X) Auditor	(281-341-3774)	(X) Comm. Pct. 1	(281-342-0587)
(X) Budget Officer	(281-344-3954)	(X) Comm. Pct. 2	(281-403-8009)
(X) County Attorney	(281-341-4557)	(X) Comm. Pct. 3	(281-242-9060)
(X) Purchasing Agent	(281-341-8642)	(X) Comm. Pct. 4	(281-980-9077)
(X) County Clerk	(281-341-8697)		

Instructions for submitting an Agenda Request:

1. Completely fill out agenda form, incomplete forms will not be processed.
2. 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 the departments listed above.
3. All original back-up must be received in the County Judge's Office by 2:00 p.m. on Wednesday.

RECOMMENDATION / ACTION REQUESTED:

Out-of-state travel for 33RD Annual NOBLE Training Conference. Please change the dates from July 24-29, 2009 (CC approved : March 17, 2009) to July 24-30, 2009.

From: Sheila Whiting
To: Donna Ospina
Date: 6/5/2009 5:47 PM
Subject: Agenda Request for CC June 23, 2009
Attachments: 2009 Agenda Out of State Travel Reques_cc June 5, 2009.doc

DONNA I WAS NOT SURE HOW TO WORD THIS REQUEST TO AMMENDED CONSTABLE DAVIS & RODNEY PENTECOST TRAVEL FOR THE NOBLE CONFERENCE.

THE ORIGINAL TRAVEL DATE SUBMITTED AND APPROVED MARCH 17, 2009 WAS July 24-29, 2209 AND I LEARNED TODAY THAT THE DATES NEED TO CHANGE TO July 24-30, 2009.

CAN YOU ASSIST ME IN WORDING THIS CORRECTLY.

I WILL FORWARD THE ORIGINAL ONCE CORRECTED.

ALSO, IS THE NEXT AGENDA DATE June 23, 2009?