

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: June 8, 2009 submitted By: Linda Barnes  
Court Agenda Date: June 23, 2009 Department: Fire Marshal's Office  
Phone Number: 281-238-1500

SUMMARY OF ITEM: Request approval for out of state travel for Matthew Cornell to travel on July 25, 2009 to August 1, 2009 to Emmitsbrug, MD, to attend the P214:Forensice Evidence Collection Class at the National Fire Academy and Emergency Management Training Center.  
RENEWAL AGREEMENT/APPOINTMENT YES  NO   
REVIEWED BY COUNTY ATTORNEY'S OFFICE: YES  NO

FINANCIAL SUMMARY:  
BUDGETED ITEM: YES  NO   
FUNDNG SOURCE: Accounting Unit: 5431 Account Number: 1005431-063200  
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 the 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](mailto: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 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):