

6B1A

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: 06/23/09

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

Court Date: 07/78/09

OUT-OF-STATE TRAVEL AUTHORIZATION:

Extension Office: Approve out-of-state travel request for Shelley Pappas, CEA-UYD, to attend the Epsilon Sigma Phi Natl. Conference in Fargo, North Dakota, September 12-17, 2009. [Engage, Enlighten and Enjoy – 2009 ESP Conference] (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: 63200
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 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:

- | | | | |
|--|----------------|--|----------------|
| <input checked="" type="checkbox"/> Auditor | (281-341-3774) | <input checked="" type="checkbox"/> Comm. Pct. 1 | (281-342-0587) |
| <input checked="" type="checkbox"/> Budget Officer | (281-344-3954) | <input checked="" type="checkbox"/> Comm. Pct. 2 | (281-403-8009) |
| <input checked="" type="checkbox"/> Facilities/Planning | (281-633-7022) | <input checked="" type="checkbox"/> Comm. Pct. 3 | (281-242-9060) |
| <input checked="" type="checkbox"/> Purchasing Agent | (281-341-8642) | <input checked="" type="checkbox"/> Comm. Pct. 4 | (281-880-9077) |
| <input checked="" type="checkbox"/> Information Technology | (281-341-4526) | <input checked="" type="checkbox"/> County Clerk | (281-341-8697) |
| <input type="checkbox"/> Other | | <input checked="" type="checkbox"/> County Atty | (281-341-4557) |

RECOMMENDATION/ACTION REQUESTED:

Special Handling Requested (specify): _____