

FORT BEND COUNTY FY 2010
COMMISSIONERS COURT AGENDA REQUEST FORM
 Return Completed Form to: Agenda Coordinator, County Judge's Office

Date Submitted: 10/13/09

Submitted By: Ike Watkins, Jr.

Department: Comm. Pct. 2

Court Date: 10/02/09

Telephone: 281-403-8004

SUMMARY OF ITEM: Commissioner Grady Prestage to Santa Rosa, Ca., December 3-5, 2009, to attend the National Association of Counties (NACo) Fall Board of Directors Meeting. (Fund: Commissioner Pct. 2, Travel)

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: Fund: _____ Agency: _____ Organization: _____ Object: _____

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:

- | | | | |
|--|----------------|--|----------------|
| <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 | (281-980-9077) |
| <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:

Special Handling: _____