

**FORT BEND COUNTY FY 2010
COMMISSIONERS COURT AGENDA REQUEST FORM**

Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office

6A1)

Date Submitted: 10/14/09

Submitted By: Jeff Braun

Court Agenda Date: 10/20/09

Department: Office of Emergency Management

Phone Number: 281-342-6185

SUMMARY OF ITEM: Requesting approval in travel date change for Janette Walker and Terrance Harris to attend ESI University training in Atlanta, Georgia on October 19-23, 2009. Travel will paid out of grant funds. Request was made on October 6th agenda, but did not include travel days.

RENEWAL AGREEMENT/APPOINTMENT

YES ☐NO ☒

REVIEWED BY COUNTY ATTORNEY'S OFFICE:

YES ☐NO ☒List Supporting Documents Attached: *Course Catalog and Schedule***FINANCIAL SUMMARY:**BUDGETED ITEM: YES ☒NO ☐

FUNDNG SOURCE: Accounting Unit: 63200 Account Number: 100580999
Activity (If Applicable): G580-07UASI

COUNTY JUDGE
RECEIVED

OCT 14 2009

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

If by Fax to (281) 341-8609

Distribute copies with back-up to all listed below. If by fax, send to 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 checked="" type="checkbox"/> Other: File	<input checked="" type="checkbox"/> County Atty (281-341-4557)

RECOMMENDATION / ACTION REQUESTED:

Approve date change for Janette Walker and Terrance Harris to attend ESI University training in Atlanta, Georgia on October 19-23, 2009. Travel will paid out of grant funds. Request was made on October 6th agenda, but did not include travel days.

Special Handling Requested (specify):