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**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: 11/19/2009

Submitted By:

Rose Askew

Department:

Commissioner Pct. 1

Court Agenda Date: 11/24/2009

Phone Number:

281.344.9400

SUMMARY OF ITEM:

Take all appropriate action to approve travel for Commissioner Richard Morrison to Washington, D.C., December 1-4, 2009, to meet with U.S. Department of Transportation and other government officials regarding TIGER Grant. (Fund: Commissioner Pct. 1, Travel)

RENEWAL AGREEMENT/APPOINTMENT

YES ☐NO ☒

REVIEWED BY COUNTY ATTORNEY'S OFFICE:

YES ☐NO ☒

List Supporting Documents Attached:

FINANCIAL SUMMARY:BUDGETED ITEM: YES ☐NO ☐

FUNDNG SOURCE: Accounting Unit:

Account Number:

Activity (If Applicable):

DESCRIPTION OF LAWSOM ACCOUNT: _____

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:

☐

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):