

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

Date Submitted: 12-14-09 Submitted By: JOHN HEALEY
Court Agenda Date: 12-22-09 Department: DISTRICT ATTORNEY
Phone Number: 281-341-4473

SUMMARY OF ITEM: OUT OF STATE TRAVEL TO SEMINAR FOR SUZY MORTON, LISA GREGG, AND OSHEA SPENCER TO ATTEND SEMINAR "INVESTIGATION AND PROSECUTION OF CHILD FATALITIES AND PHYSICAL ABUSE", IN SANTA FE, NEW MEXICO JANUARY 31-FEBRUARY 5TH, 2010
RENEWAL AGREEMENT/APPOINTMENT YES NO
REVIEWED BY COUNTY ATTORNEY'S OFFICE: YES NO

FINANCIAL SUMMARY:
BUDGETED ITEM: YES NO
FUNDNG SOURCE: Accounting Unit: Account Number: 100480100 63200
Activity (If Applicable):
DESCRIPTION OF LAWSON ACCOUNT: DISTRICT ATTORNEY FUND FEES

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:
X Auditor (281-341-3774) X Comm. Pct. 1 (281-342-0587)
X Budget Officer (281-344-3954) X Comm. Pct. 2 (281-403-8009)
 Facilities/Planning (281-633-7022) X Comm. Pct. 3 (281-242-9060)
 Purchasing Agent (281-341-8642) X Comm. Pct. 4 (281-980-9077)
 Information Technology (281-341-4526) X County Clerk (281-341-8697)
 Other: County Atty (281-341-4557)

RECOMMENDATION / ACTION REQUESTED:
Special Handling Requested (specify):