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: December 16, 2009	**Submitted By: Kent Edwards**
	Department: Human Resources
Court Agenda Date: December 22, 2009	**Phone Number: 281-341-8631**

SUMMARY OF ITEM:

Approve out-of-state travel by Kent Edwards to San Diego, California, on June 26-July 3, 2010 to attend SHRM Annual Conference and Exposition. (Fund: 100412100-63200)

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 LAWSON 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:

Approve out-of-state travel by Kent Edwards to San Diego, California, on June 26-July 3, 2010 to attend SHRM Annual Conference and Exposition. (Fund: 100412100-63200)

Special Handling Requested (specify):