

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: January 19, 2010 Submitted By: Risk Management  
Department:  
Court Agenda Date: January 26, 2010 Phone Number: 281 341 8630

SUMMARY OF ITEM: Consent Agenda Item:

Consider and approve out of state travel for Wyatt Scott to attend the annual Risk and Insurance Management Society (RIMS) conference in Boston, Massachusetts on April 25 - 29, 2010

RENEWAL AGREEMENT/APPOINTMENT YES  NO

FINANCIAL SUMMARY:

BUDGETED ITEM: YES X NO

FUNDNG SOURCE: Accounting Unit: 100410100 Account Number: 63200  
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](mailto: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 type="checkbox"/> | Auditor                | (281-341-3774) | <input type="checkbox"/> | Comm. Pct. 1 | (281-342-0587) |
| <input type="checkbox"/> | Budget Officer         | (281-344-3954) | <input type="checkbox"/> | Comm. Pct. 2 | (281-403-8009) |
| <input type="checkbox"/> | Facilities/Planning    | (281-633-7022) | <input type="checkbox"/> | Comm. Pct. 3 | (281-242-9060) |
| <input type="checkbox"/> | Purchasing Agent       | (281-341-8642) | <input type="checkbox"/> | Comm. Pct. 4 | (281-980-9077) |
| <input type="checkbox"/> | Information Technology | (281-341-4526) | <input type="checkbox"/> | County Clerk | (281-341-8697) |
| <input type="checkbox"/> | Other:                 |                | <input type="checkbox"/> | County Atty  | (281-341-4557) |

RECOMMENDATION / ACTION REQUESTED:

Special Handling Requested (specify):