

682

AGENDA ITEM

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: 2/4/2010

Submitted By: Karen Hajdik

Department: JP 1-1

Court Agenda Date: 2/09/2010

Phone Number: 979-793-3403

SUMMARY OF ITEM: Approval of out of State travel for Carolyn Gates, Death Investigator to attend the Medicolegal Death Investigator Training Course in St. Louis, Mo on April 26 - 30, 2010.

RENEWAL AGREEMENT/APPOINTMENT

YES

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NO

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REVIEWED BY COUNTY ATTORNEY'S OFFICE:

YES

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NO

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FINANCIAL SUMMARY:

BUDGETED ITEM: YES

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NO

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FUNDNG SOURCE: Accounting Unit: 100565101 Account Number: 63200
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:

- | | | |
|-------------------------------------|------------------------|----------------|
| <input checked="" type="checkbox"/> | Auditor | (281-341-3774) |
| <input checked="" type="checkbox"/> | Budget Officer | (281-344-3954) |
| <input checked="" type="checkbox"/> | Facilities/Planning | (281-633-7022) |
| <input checked="" type="checkbox"/> | Purchasing Agent | (281-341-8642) |
| <input checked="" type="checkbox"/> | Information Technology | (281-341-4526) |
| <input checked="" type="checkbox"/> | Other: | |

- | | | |
|-------------------------------------|--------------|----------------|
| <input checked="" type="checkbox"/> | Comm. Pct. 1 | (281-342-0587) |
| <input checked="" type="checkbox"/> | Comm. Pct. 2 | (281-403-8009) |
| <input checked="" type="checkbox"/> | Comm. Pct. 3 | (281-242-9060) |
| <input checked="" type="checkbox"/> | Comm. Pct. 4 | (281-980-9077) |
| <input checked="" type="checkbox"/> | County Clerk | (281-341-8897) |
| <input checked="" type="checkbox"/> | County Atty | (281-341-4557) |

RECOMMENDATION / ACTION REQUESTED:

Special Handling Requested (specify):