

# 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: 02/10/10

Submitted By: Vincent Mannino

Department: Extension Office #6651

Court Date: 02/23/10

Telephone: 281-342-3034

**OUT-OF-STATE TRAVEL AUTHORIZATION:**

Extension Office: Approve out-of-state travel request for Sandra Fry, CEA-FCS; Joe Mask, CEA-AG/NR; and Vincent Mannino, CED; to attend the ESP National Conference in Jackson Hole, Wyoming, October 9-17, 2010. (Fund 100665100-63200)

Renewal Agreement/Appointment:      YES      NO      ☒

Reviewed by County Attorney's Office:      YES      NO      ☒

List Supporting Documents Attached: \_\_\_\_\_

**FINANCIAL SUMMARY:**

BUDGETED ITEM:      YES      ☒      NO

FUNDING SOURCE: Accounting Unit: 100665100      Account Number: 63200  
Activity (If Applicable):

DESCRIPTION OF LAWSON ACCOUNT: Travel

**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 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 the numbers below:

<input checked="" type="checkbox"/> Auditor	(281-341-3774)	<input checked="" type="checkbox"/> Comm. Pct. 1	(281-342-0587)
<input checked="" type="checkbox"/> Budget Officer	(281-344-3954)	<input checked="" type="checkbox"/> Comm. Pct. 2	(281-403-8009)
<input checked="" type="checkbox"/> Facilities/Planning	(281-633-7022)	<input checked="" type="checkbox"/> Comm. Pct. 3	(281-242-9060)
<input checked="" type="checkbox"/> Purchasing Agent	(281-341-8642)	<input checked="" type="checkbox"/> Comm. Pct. 4	(281-980-8077)
<input checked="" type="checkbox"/> Information Technology	(281-341-4526)	<input checked="" type="checkbox"/> County Clerk	(281-341-8687)
<input type="checkbox"/> Other		<input checked="" type="checkbox"/> County Atty	(281-341-4557)

**RECOMMENDATION/ACTION REQUESTED:**

Special Handling Requested (specify): \_\_\_\_\_