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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: February 18, 2010

Submitted By: Sheila Whiting *Whiting*

Department: 5502A

Court Agenda Date: March 2, 2010

Phone Number: 281-403-8019

SUMMARY OF ITEM: Record into the minutes out of county travel for Ruben Davis and Rodney Pentecost to attend the 34th Annual NOBLE Training Conference to be held July 8-15, 2010 in Baltimore, MD. (See Comments)

RENEWAL AGREEMENT/APPOINTMENT

YES ☐

NO

x

REVIEWED BY COUNTY ATTORNEY'S OFFICE:

YES ☐

NO

☐List Supporting Documents Attached: *Training Schedule***FINANCIAL SUMMARY:**

BUDGETED ITEM: YES x

NO

☐

FUNDNG SOURCE: Accounting Unit: 100550200 Account Number: 63200
 Activity (If Applicable):

DESCRIPTION OF LAWSON ACCOUNT: Travel and Training

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:

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Auditor

(281-341-3774)

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Comm. Pct. 1 (281-342-0587)

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Budget Officer

(281-344-3954)

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Comm. Pct. 2 (281-403-8009)

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Facilities/Planning

(281-633-7022)

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Comm. Pct. 3 (281-242-9060)

☒

Purchasing Agent

(281-341-8642)

☒

Comm. Pct. 4 (281-980-9077)

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Information Technology (281-341-4526)

☐

County Clerk (281-341-8697)

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Other:

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County Atty (281-341-4557)

RECOMMENDATION / ACTION REQUESTED:

Special Handling Requested (specify): Consider approving Out of State travel for 34th Annual NOBLE Training Conference. (See Dates Above)