

683

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: 02/23/10

Submitted By: Clara Russell

Department: Library

Court Agenda Date: 03/02/10

Phone Number: 281-341-2618

SUMMARY OF ITEM: Approve out of state travel for Lorraine Lessey from March 23 – 27, 2010 to Portland, Oregon for the Public Library Association National Conference.

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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List Supporting Documents Attached:

FINANCIAL SUMMARY:

BUDGETED ITEM: YES

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NO

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FUNDNG SOURCE: Accounting Unit: 100650100 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 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)

☒

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

☒

Purchasing Agent

(281-341-8642)

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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):